

# Recruitment for Part-Time Administrative & Communication Assistant



## COMPENSATION

Pay: \$18.00 - \$20.00/hour

## TYPICAL JOB DUTIES

The Administrative and Communication Assistant shall perform such services as may be directed by the Fire Chief and other administrative staff in the manner and to the extent permitted by the laws of the State of Washington and in accordance with the policies of the District as established by the Board of Commissioners. This position shall perform other duties as assigned. Examples to include:

- Build depth in the Administrative department by performing backup support for processes such as ambulance billing, records request response, payroll and voucher processing
- Electronic and paper records retention
- Prepare analytical reports
- Audit reports
- Compile information and update administrative files
- Update and maintain database files
- Create forms and manuals
- Maintain office supplies and miscellaneous office equipment
- Support department communication and information dissemination via phone, website and social media
- Support Community Risk Reduction via public education programs and materials
- Support EJFR community event participation such as the Jefferson County Fair, All County Picnic, etc.
- Perform other job related administrative duties as assigned; ascertaining the urgency of each project and prioritizing them accordingly.

## APPLICANT REQUIREMENTS

Employees must have a diploma or GED certificate and be 18 years of age.

Possess a valid WA State Driver's License, and, as required, with a driving record free of any significant moving violations as determined by EJFR. Maintain insurability to drive/operate a motor vehicle in Washington State.

Ability to pass a Criminal Background Check with no critical fail criteria.

**The Ideal Candidate:** EJFR is looking for a self-motivated team member interested in public service. The ability to learn on the job and problem solve independently is imperative to this position. Our small Administrative staff supports 44 career firefighter,

EMT's and Paramedics as well as 30 volunteers and six Chief Officers. The ideal candidate must possess excellent communication skills both written and oral.

Preferred experience:

- Microsoft Office Suite
- Adobe products
- Social media including Facebook, Instagram and Twitter
- Wordpress

## APPLICATION PROCESS

Candidates who best meet the qualification and needs of EJFR will be invited to participate in an interview process. All prospective candidates must submit a completed application packet with the following items:

- EJFR application
- Resume
- Writing sample

Applications may be obtained by visiting our website at EJFR.org. Applications will be accepted until the position is filled. Completed application packets may be emailed to:

[humanresources@ejfr.org](mailto:humanresources@ejfr.org)

## ABOUT EJFR

East Jefferson Fire Rescue is comprised of the incorporated city of Port Townsend and the unincorporated Jefferson County communities of Cape George, Chimacum, Irondale, Kala Point, Marrowstone Island and Port Hadlock, Washington. The department typically responds to a little over 4,500 calls for service each year.

East Jefferson Fire Rescue - 360.385.2626  
<http://bit.ly/EJFREmployment>