

# City of Warrenton, Oregon

**FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT:** Part Time (20 Hours/.50 FTE) Nonexempt position. Salary Range 16: \$1,629.28-\$1,980.40 monthly + excellent benefits. Under the direct supervision of the Fire Chief, this position provides clerical and secretarial support to the Fire Chief and Fire Department.

## **Essential Duties and Responsibilities**

- Performs routine clerical work such as answering phones; typing and distributing correspondence, filing, records management, coordination with other departments, and assists in the daily operations of the Fire Department.
- Assists in various records management activities including filing, storage, data entry, indexing, tracking, destruction, and retrieval of Fire Department records.
- Responsible for posting news, events, and other information to the fire department's social media as requested by the Fire Chief.
- Maintains appointment schedules and calendars, arranges meetings, and conferences, prepares and distributes materials.
- Prepares reports and composes correspondence, memoranda, and other informational materials related to the Fire Chief's office from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, and correct English usage, including grammar, punctuation, and spelling.
- Picks up and distributes department mail daily.
- Other duties as may be assigned of a similar complexity and responsibility

## **Minimum Qualifications**

- High school diploma or GED
- Sufficient skill and experience to satisfactorily perform the duties of the position
- Able to create and maintain positive working relationships with other staff.

Full job description and application packet can be obtained from the City Website - [www.ci.warrenton.or.us](http://www.ci.warrenton.or.us). Please submit application and resume to City Hall at 225 S. Main Ave. Warrenton, or mail to City of Warrenton, PO Box 250, Warrenton, OR 97146. They can also be emailed to [firechief@ci.warrenton.or.us](mailto:firechief@ci.warrenton.or.us).

Closing Date: Open until filled – First review May 8, 2023

EOE



## City of Warrenton

### Position Description

<b>Position: Fire Department Administrative Assistant</b>	
Department/Site: Fire Department	FLSA: Non-Exempt
Evaluated by: Fire Chief	Salary Range: 16

### Summary

Under the direct supervision of the Fire Chief, this position provides clerical and secretarial support to the Fire Chief and Fire Department. This is a 20 hour per week position.

### Essential Duties and Responsibilities

- Performs routine clerical work such as answering phones; typing and distributing correspondence, filing, records management, coordination with other departments, and assists in the daily operations of the Fire Department.
- Assists in various records management activities including filing, storage, data entry, indexing, tracking, destruction, and retrieval of Fire Department records.
- Responsible for posting news, events, and other information to the fire department's social media as requested by the Fire Chief.
- Maintains appointment schedules and calendars, arranges meetings, and conferences, prepares and distributes materials.
- Prepares reports and composes correspondence, memoranda, and other informational materials related to the Fire Chief's office from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, and correct English usage, including grammar, punctuation, and spelling.
- Picks up and distributes department mail daily.
- Other duties as may be assigned of a similar complexity and responsibility

### Job Qualification Requirements

- Ability to perform responsible technical administrative support work with accuracy, speed, and minimal supervision.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Knowledge of general office and records maintenance practices and procedures.

- Rules of effective English, spelling, usage and grammar.
- Advanced work processing and operation of standard office equipment.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **Minimum Qualifications**

- High school diploma or GED
- Sufficient skill and experience to satisfactorily perform the duties of the position
- Able to create and maintain positive working relationships with other staff.

### **Education and Experience**

Graduation of high school or equivalent with at least three years clerical experience or any combination of education and experience that provides the required knowledge, skills, and abilities necessary for an administrative assistant.

### **Physical Demands of Position**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, and use hands and fingers to feel or operate standard office equipment. This position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis, such as files, books, office equipment, storage boxes, etc., and may weigh up to 40 pounds.

### **Working Conditions**

Work is performed in an office environment but may be subject to events which may cause stress, frequent interruptions may be experienced with customers, some of whom may exhibit hostile behaviors. The noise level in the work environment is typical of most office environments including telephones, background, and street noise. Fire and Police sirens are typical.

**THIS POSITION DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK ASSIGNED BY THE FIRE CHIEF**

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

Mailing Address: \_\_\_\_\_  
*City State ZIP Code*

Address: \_\_\_\_\_  
*Address Apartment/Unit #*

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you speak a language other than English? YES  NO  If so, what language? \_\_\_\_\_

### Computer Operation

Describe your computer operation skills, including programs used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

High School Equivalency? YES  NO  School: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Licenses and Certificates**

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

**Employment History**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



**Employment History continued**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

*This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.*

*(503) 861-0823 or cityrecorder@ci.warrenton.or.us*