



## **WESTERN LANE FIRE AND EMS AUTHORITY**

### **JOB ANNOUNCEMENT**

**Posting Date:** November 1, 2022

**Application Deadline:** November 18, 2022

**Position Title:** Office Assistant

Under the immediate supervision of the Office Manager, the Office Assistant is responsible for providing front desk reception and support to the Administration team for Fire Prevention, Fire Suppression, and Emergency Medical Services.

#### **EXAMPLES OF WORK PERFORMED:**

- Answer phone lines and direct calls to appropriate individual. Provide accurate information to the public.
- Greet public in lobby and provide exemplary customer service.
- Screen public requests for LP Tank installation approvals, driveway access approvals, and smoke alarm installations.
- Distribute mail accordingly.
- Process Facility Use permits and manage meeting room assignments. Serve as Authority liaison for public groups utilizing Authority meeting rooms.
- Serve as Authority liaison for American Red Cross Blood Drives.
- Assemble and distribute emergency address plates.
- Assist in the preparation for Fire Prevention Week and EMS Week.
- Maintain employee address and phone list.
- Prepare monthly birthday flier.
- Coordinate student registration for CPR classes.
- Provide weekly run report to local newspaper.
- Ensure stock of office supplies is adequate.
- Other duties as assigned.

#### **EDUCATION and/or EXPERIENCE:**

- High School diploma or equivalent is required.
- Two years similar work experience is desired.

## **SALARY/BENEFITS**

Salary range for this position is \$35,000 - \$45,000 (\$16.83 - \$21.64 p/hour) depending on experience and/or qualifications.

Oregon PERS Retirement (District picks up employee 6%)

District pays 95% Medical/Dental/Vision for employees, spouses and dependents

\$50,000 Life Insurance

HRA VEBA annual contributions ranging from \$1,500 to \$3,000

Vacation, Holiday, Sick Leave (accruals vary based on years of service)

Educational Incentive

Flexible Spending Account available

Deferred Compensation Plan available

## **THE EXAMINATION**

A review of application packets will be performed, and the highest qualified applicants will be invited to interview.

Candidate must successfully pass a pre-employment background investigation and DMV check.

## **HOW TO APPLY**

Application and job description are available online at [www.wlfea.org](http://www.wlfea.org) or at Siuslaw Valley Fire and Rescue, located at 2625 Highway 101 N. Florence, OR 97439 Monday – Friday between 8:00 a.m. and 5:00 p.m.

Applications will be accepted in person, by mail, or by email. For additional information or questions, please call (541) 997-3212 during normal business hours.

Submit a completed application packet by November 18, 2022, and include the following documents:

- Cover Letter
- Completed and signed WLFEA Job Application
- Copy of Educational Degrees or Training Certificates

Send electronic application packets to [info@wlfea.org](mailto:info@wlfea.org). All documents sent via email must be in PDF format. Emailed application packets will receive a confirmation reply.

Hard copy application packets may be mailed or delivered to:

Western Lane Fire and EMS Authority  
c/o Siuslaw Valley Fire and Rescue  
2625 Highway 101  
Florence, OR 97439

**Western Lane Fire and EMS Authority is an equal opportunity employer**