



Redmond Fire & Rescue is seeking an Administrative Assistant to perform advanced level administrative/clerical duties including advanced computer skills and website management.

Candidate must be available to work Monday – Friday, 8 am to 5 pm. Yearly salary range for this position is \$41,000 to \$52,328, plus benefits of medical/dental/vision insurance, sick leave, vacation and PERS.

To apply:

Application documents can be found on our website at www.redmondfireandrescue.org/careers. Please thoroughly read the job description for this position and only apply if you have the necessary skills and qualifications. Deliver a letter of interest, resume, and job application to Redmond Fire & Rescue, 341 NW Dogwood Ave, Redmond, OR 97756 either in person or via mail. The documents must be received by May 21, 2018 at 10:00 am. Please no extra covers or folders. Your packet should be stapled together in the upper left-hand corner.

Your letter of interest should introduce yourself and share what past job experiences qualify you to perform advanced level administrative/clerical duties, including your experience with Microsoft Office, training management systems, accounting software, and website design and management. It should be addressed to Diane Cox, Office Administrator.

Applicants moving forward in the hiring process will be provided additional instructions via email. It is anticipated that we will hold phone interviews on May 24th and assessment and interviews on May 30th.