



**Job Announcement**  
**Administrative Assistant**

The La Pine Rural Fire Protection District (La Pine RFPD) announces an opening for Administrative Assistant.

This is a regular part-time position that has the potential to become a full-time position.

Duties: Customer Service and provide administrative support (back-up) to Business Office Manager and Ambulance Billing Specialist.

The District is staffed with twenty-one full time firefighters, four administrative staff and twenty resident students. La Pine RFPD has three fire stations and an administrative office. Our District is governed by a five-person board of directors.

Minimum requirements for this position include:

- Graduation from High School or possession of GED is required. Preferred Associate's Degree in Accounting or Business, and/or five or more years of progressive experience in business office practices that includes payroll for fifteen or more employees (preferably in emergency services), accounts payable, budget and finance, human resources, billing and collections; or any equivalent combination of experience and training which demonstrates the ability to perform described duties, is required.
- Excellent administrative skills, attention to detail, interpersonal communication, organized, and the ability to manage multiple tasks in a busy three-person open workspace environment.
- Ability to take assigned project and complete a process or find a solution.
- Ability to interact harmoniously with co-workers, other agencies, attorneys, doctors, insurance companies, patients and the general public.
- Confidentiality is a requirement.
- Demonstrate proficiency with Microsoft Word, Excel, Publisher, and Outlook.
- Excellent vocabulary, spelling, punctuation and grammar skills.
- Knowledge of computers, networks and website for internal IT support (desirable).
- A qualifying background check will be conducted by the District.
- This position requires the ability to maintain a valid Oregon driver's license. Successful applicants must be insurable by District's insurance.

The first phase of the application process is to submit a resume that states your qualifications along with a cover letter.

**Send resume and cover letter to:**

<b>Mail</b>	<b>La Pine Rural Fire Protection District</b>
	<b>Attention: Office Manager</b>
	<b>PO Box 10</b>
	<b>La Pine, OR 97739</b>
<b>Email</b>	<a href="mailto:bonita@lapinefire.com">bonita@lapinefire.com</a>

**After resume review all qualified persons will be emailed, or mailed, an invitation to apply along with application packet.**

Beginning Salary: \$18.00 per hour.

Benefit Package: Medical, Dental, Prescription & Vision insurance; Oregon PERS (subject to waiting period and hours of work); Life/AD&D and EAP (premiums employer paid).

Vacation, sick leave and 11 paid holidays prorated to regular schedule work hours.

Optional coverage (paid by employee): Medical, Dental, Prescription & Vision coverage for spouse, child or family; AFLAC, 457 deferred compensation plan; supplemental life insurance, and flexible spending account.

Website: [www.lapinefire.org](http://www.lapinefire.org)

Email: [info@lapinefire.com](mailto:info@lapinefire.com)