



EMPLOYMENT OPPORTUNITY PART-TIME ADMINISTRATIVE ASSISTANT

Position: Part-Time Admin. Assistant **Reports To:** Board Secretary **F.L.S.A. Status:** Non-Exempt
Bargaining Unit: N/A **Salary:** \$20.00/hr. **Work Shift:** 3-day work week, 24 hrs./wk.

Riverside Fire Authority is accepting applications for a part-time Administrative Assistant. The position performs accounts payable duties and a variety of daily clerical tasks requiring initiative, independent decision making and exemplary work performance.

Minimum Employment Qualifications

- High school diploma/ equivalent **and** 2+ years' experience in secretarial or office administration position with substantially similar duties to this position.
- Excellent oral and written communication skills and proficient in use of Microsoft programs.
- Proof of eligibility to work in the United States.
- Valid Washington Driver's License.
- Ability to type 60 wpm and an aptitude for numbers.
- Possess the ability to establish and maintain effective working relationships with other employees, supervisors, and the public.
- Project image of professionalism through appearance, cooperation, compatibility, punctuality, and enthusiasm.

Preferred Qualifications

- Associate degree or higher.
- Background in accounts payable &/or accounting.
- Prior experience working for a government agency.
- Prior experience with government agency specific programs such as First Due and Springbrook.
- Proficiency and working experience with Excel.

How to Apply:

Apply by submitting a letter of interest, application, resume, and copies of applicable certificates, to the RFA Board Secretary at 1818 Harrison Avenue, Centralia, WA 98531. The application form and other documents can be found on our website at www.riversidefire.net and click on Employment link. For additional information contact Stephanie Slorey, at 360-736-3975 or at sslorey@riversidefire.net

REQUIRED APPLICATION PACKET CHECKLIST

- Cover letter with original signature (will be graded)
- Completed RFA employment application with original signature (will be graded)
- Resume (will be graded)
- Copy of current driver's license.
- Copy of High School Diploma, Equivalent GED or College Transcript.

The above materials must be included with your application. Applications and supplemental information **must be received by mail** OR submitted in person to Station 2-Headquarters (1818 Harrison Ave, Centralia WA) **no later than 5:00 PM on June 21, 2023.** Late applications will not be accepted.

Military Preference:

Military preference credit will be awarded in accordance with RCW 41.04. Applicants claiming military preference must attach evidence of their military service (Form DD214 or discharge orders).

The Authority is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. The Authority will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify the Authority of the accommodation needed, preferably at the time of applying. Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.