EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT

REPORTS TO: ADMIN EXEC **FLSA STATUS**: NON-EXEMPT **BARGAINING UNIT**: N/A
SALARY: 2027 - $5,639 - $7,049 DOQ **WORK SHIFT**: WEEKDAYS; 40 HRS
BENEFITS: MED/DEN/VIS/LIFE INS; VACA/SICK/HOL; DCP/457 MATCH
TARGETED HIRING DATE: January 4, 2027

REQUIRED QUALIFICATIONS

- Must be citizen of the United States, or eligible to hold employment in the United States
- Must be able to read, write and speak effectively in English
- Valid unrestricted driver's license
- High School Graduate/GED or equivalent
- Must be 21 years of age or older
- Skills, knowledge, experience and education that demonstrate competence to perform essential functions
- A minimum of 2 years working in a business or government office setting
- Demonstrated proficiency with Microsoft Office suite
- Exceptional interpersonal communication skills
- Preferred – Degree in Business Administration, Office Management, Communications, Finance or related field
- Preferred – Experience working in government human resources
- Preferred – Experience working in government finance, use of Springbrook financial suite

TO APPLY

Apply by submitting a letter of interest, application, resumé, and copies of applicable certificates, to Stephanie Slorey at 1818 Harrison Avenue, Centralia, WA 98531, or by email to sslorey@riversidefire.net, by **5 PM, October 30, 2026**. The application form and other documents can be found on our website at www.riversidefire.net/employment. For additional information contact Stephanie Slorey, at 360-736-3975 or at sslorey@riversidefire.net

REQUIRED APPLICATION PACKET CHECKLIST

- ☐ Cover letter with original signature & resumé
- ☐ Completed RFA employment application with original signature
- ☐ Copy of applicable credentials & training records
- ☐ Copy of current driver's license
- ☐ Copy of High School Diploma, Equivalent GED or College Transcript

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.