

STAYTON



Stayton Fire District

**Office Specialist
Application Packet**

**Job Announcement
With Hiring Timeline**

Job Description

Application



STAYTON FIRE DISTRICT

1988 W. IDA STREET
STAYTON, OREGON 97383

PHONE: 503-769-2601
FAX: 503-769-1487
www.staytonfire.org

To Applicant:

Stayton Fire District is seeking to fill the full-time position of Office Specialist with a highly motivated and qualified individual. This position requires attention to detail and processes as well as effective and efficient office operations.

The priority for the District in filling this position is to seek out an individual with office knowledge and skills as well as strong customer service values.

It is the goal for the Fire District to hire an Office Specialist who is a skilled individual, highly motivated and team orientated.

As a member of this team, career and volunteer, you will be held accountable to our mission; "To provide outstanding service with commitment to saving lives and property".

Thank you for your interest in this position.

Jay Alley
Stayton Fire District
Fire Chief



STAYTON FIRE DISTRICT

Employment Opportunity

Office Specialist

The Stayton Fire District is seeking a qualified individual to serve as **Office Specialist** at its headquarters station in Stayton, Oregon. Stayton is located southeast of Salem and serves a population of 12,653 city and rural residents. With a total budget of \$3,257,000, 45 Volunteers and 14 Career Staff responded to 1,416 calls for emergency service in 2023 from 4 stations.

General statement of duties: Under the direction of the Fire Chief, the Office Specialist is responsible for the overall office management functions of the district to include public and confidential records management, assisting with the budget process, public interaction, entering data and maintaining files and records both hard copy and electronic, assisting with the accounting records of the district; preparation of payroll and related reports, answering phones, and performing other duties as related to this position.

Supervision Received: The Office Specialist works under the direction of the Fire Chief, who will assure that tasks are completed and review performance for conformity with District rules and policies.

Supervision Exercised: Supervision of other employees is not a responsibility of this position, may apply lead direction to temporary or contract support.

Essential Job Functions include, but are not limited to, the following:

- Perform activities and functions of the district's business office, which includes meeting and dealing effectively with district personnel and the general public on the telephone and in person. Shall conduct all such dealings in a manner to reflect credit on the district.
- Perform all aspects of the position with minimal and general instruction, frequently utilize personal judgment, refine existing work methods, and develop new techniques and concepts of programs within the district's established guidelines and under the supervision of the Fire Chief.

Salary and Benefits:

Salary Range: \$51,491 to \$67,054 annually. District benefits include sick leave, vacation, paid holidays, health, dental, vision and life insurance, VEBA, PERS retirement (district picks up 6%), Social Security and Medicare withholding, Employee Assistance Program, uniforms and excellent training and education programs.

Work Hours:

Regularly scheduled 40 hours per week, Monday through Friday, 8:00 a.m. to 5:00 p.m.; a flexible schedule may be considered. Evening meetings as required by the Fire Chief and/or Board of Directors.

Stayton Fire District is an Equal Opportunity Employer

Application packets can be obtained at Stayton Fire District, 1988 W. Ida Street, Stayton, Oregon; Phone: (503) 769-2601

Applications must be returned in person or by mail by February 15, 2024 by 5:00 PM.

NO FAXES ACCEPTED

DESIRED PERSONAL TRAITS

- Be trustworthy concerning confidential matters and proceedings, and be able to maintain a high degree of privacy regarding sensitive issues
- Be counted on and accessible – a “people person”
- Have a strong personal belief in the “Volunteer” delivery system
- Possess good communication and listening skills, with the ability to use a common-sense approach to problem issue resolution
- Be a good team player
- Have integrity and be honest and ethical
- Be self-motivated – believe in motivating others through example
- Understand and be willing to function within the political reality of the Fire District
- Manage a large volume of projects with minimal support
- Function as a team leader, able to develop and implement programs with little or no supervision
- Be realistic, consistent and fair
- Have a history of community involvement
- Be a problem solver
- Advocate the needs of the Fire District
- Have the ability to establish and maintain harmonious relationships with other employees, Volunteers and the public.

IDEAL BACKGROUND AND QUALIFICATIONS

Must have education, training, and/or experience equivalent to a trained and competent secretary. Previous experience in a professional office setting is required and applicants must possess basic clerical skills, such as typing and filing, along with a working knowledge of personal computers and software systems, preferably in the Microsoft environment. Must have a working knowledge of QuickBooks Pro, fund accounting and payroll functions.

The successful candidate will be required to attend regularly scheduled and special evening meetings for the purpose of recording and transcribing minutes of Board of Director’s meetings. District Instructors will provide required First Aid, CPR and Hazardous Materials Awareness training.

THE PROCESS

Feb 15, 2024 - 5:00 p.m.	Deadline for receipt of applications and résumés at District Office
Feb 16, 2024	Identification and notification of 6-8 finalists for assessment center
Feb 22, 2024	Assessment center administered
Feb 27, 2024	Chief interviews top 3 finalists
Feb 28, 2024	Background checks conducted
Mar 1, 2024	Successful candidate selected and notified
Mar 18, 2024	New Office Specialist on board and in training

APPLICATION REQUIREMENTS

Complete and submit Stayton Fire District personnel application form and personal résumé packet. Successful candidate must satisfactorily pass a background investigation and satisfactorily complete a six (6) month trial service period.

Stayton Fire District
Office Specialist Job Description

Position: Office Specialist
Subject: To describe the career position of the District

Original Date: 11/1990
Revision Date: 01/2024

General Statement of Duties:

Under the direction of the Fire Chief or designee, the Office Specialist is responsible for the office management function of the District, public and confidential records management, assisting in the budget process, public interaction, enter data and maintains files and records both hard copy and electronic, answers phones, and performs other duties as related to this position as assigned.

Supervision Received:

Works under the direction of the Fire Chief or designee, who will assure tasks are completed and who reviews performance for conformity with District rules, policies and procedures.

Supervision Exercised:

Supervision of other employees is not a responsibility of this position; may apply lead direction to temporary or contract support.

Essential Job Functions: Includes but not limited to the following...

1. Perform activities and functions of the District's business office, which includes meeting and dealing effectively with District personnel and the general public on the telephone and in person. Shall conduct all such dealings in a manner to reflect credit on the District.
2. Operate copy machine, calculator, smart devices, computer and all standard office equipment.
3. Assist with confidential reports, records and correspondence. May be assigned special details or reports that require independent research and reporting.
4. Perform a variety of office related functions, including preparation of correspondence, presentation materials, answering telephones and responding to inquiries from property owners, staff and the general public. Develop and produce articles, reports, spreadsheets, graphs, manuals, etc. from limited dictation, copy or rough drafts as directed.
5. Responsible for personnel files, including attendance records for payroll and sick leave records. Assist new employees with necessary forms and enroll personnel in insurance programs, PERS, VEBA, etc.
6. Responsible for filing on-the-job injury claims in a timely manner and following through with necessary correspondence concerning such.
7. May attend board meetings and record minutes as needed; responsible for notification of Board members and Budget Committee members prior to public meetings.

Stayton Fire District
Office Specialist Job Description

8. Assist Administrative Assistant as needed with compiling district bills, writing checks, posting ledgers, balancing expenditures, and preparing monthly financial statements.
9. Receives cash and issues receipts, responsible for control and accountability of petty cash account.
10. Ensure payroll and all payroll filings are computed and issued.
11. Responsible for maintaining office supplies inventory.
12. Assist in the preparation of the Annual Report, as directed by the Fire Chief.
13. Responsible for maintaining all public records in accordance with the public records law.
14. Be the Editor of the District's publications.
15. Maintain active membership in professional or social organizations, which provide assistance to District personnel, benefits for Stayton Fire District and have been previously authorized by the Chief.
16. Perform all aspects of the position with minimal and general instruction, frequently utilize personal judgment, refine existing work methods, and develop new concepts and techniques for District programs within established guidelines.
17. Attend conferences, specialized schools, seminars, and other training functions to keep abreast of new developments in business management, administrative skills, and fire service information management and training as the Fire Chief may direct or authorize.
18. Performs special projects or programs as assigned, which may include project management functions.
19. May provide support to volunteer functions during regular working hours.
20. Coordinate and participate in the District's support team.
21. Keeps work area clean and orderly.
22. Performs other duties as assigned by the Fire Chief.

Working Conditions:

The position requires limited ability to use dexterity and fine motor skills, assemble, build or repair machines or other objects. Position does require continuous use of office equipment. The position requires minimal physical effort such as lifting, carrying, movement, climbing stairs, etc. Movements required to complete work are not difficult, and only require a usual degree of agility and hand/eye coordination. The work environment is well protected with very little element of personal risk or hazard. Job conditions are usually stable, with virtually no issues of

Stayton Fire District
Office Specialist Job Description

confinement, temperature change, incident of noise, or interactions of a disagreeable nature, outside work, dirty conditions, exposure to contagious disease, etc.

Specifications:

Job Requirements:

Graduation from high school or equivalent GED certificate, supplemented by working in an office environment, general business practices; or an equivalent combination of experience and training.

Must have knowledge of business English, spelling, punctuation and mathematics; general office practices, office record keeping and reporting; bookkeeping and audit procedures for public agencies; ability to maintain clerical records, forms, and procedures; ability to prepare reports and correspondence; ability to establish and maintain harmonious relations with other employees and the public. Must be in excellent mental health and free from any medical or physical conditions, which would prevent the performance of essential job functions. Must pass a background investigation, including drug test prior to hiring. Proficient in use of word processing, publishing, spreadsheets, presentations, and personal information management software. (Preferred Microsoft Office programs: Word, Publisher, Excel, PowerPoint and Outlook)

Must have a valid driver's license at time of appointment and must maintain valid Oregon driver's license throughout employment in this classification.

Communications:

A person in this position must exhibit positive, effective internal and external communication skills. Relationships outside the organization include those agencies that provide mutual or automatic aid, neighboring fire department staff, and other service providers.

Essentials:

- Effective written and verbal communication skills
- Working knowledge of office equipment and office systems
- Strong organizational skills
- Be trustworthy concerning confidential matters and proceedings, and able to maintain a high degree of privacy regarding sensitive issues.
- Be self-motivated
- Possess customer service and relation skills
- Must have the ability to work a regular schedule established for the position
- Ability to understand and follow sometimes complex/technical written and oral communications
- Attention to detail and ability to solve problems, make decisions and sometimes use innovative methods and approaches to situations.

Stayton Fire District

Application for Employment

Stayton Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties. Stayton Fire District reserves the right to waive minimum requirements.

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Instructions: Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application blank. **PLEASE PRINT**, except where signature is required. All information you give on this application will be held in strict confidence.

Position

Position Applying For	Available Start Date	Today's date
-----------------------	----------------------	--------------

Personal Information

Name			
Street Address	City	State	Zip
Mailing Address (if different)	City	State	Zip
Phone Number	Mobile Number	Email Address	
Social Security Number	Are you at least 21 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's license number/State	EMT Rating / Certification #	DPSST #	
DPSST Certification Levels:			
Have you ever been convicted of any law violations (except a minor traffic violation)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, give a brief explanation on a separate piece of paper.</i>			
Are you now or have you been a member of a recognized fire organization? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, how many years? _____</i>			
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of identity will be required upon employment)			
Will you take a physical examination if it is required for the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Veteran of the U.S. Military service? Yes No Branch _____
 (Under Oregon Law, armed forces veterans who meet minimum qualifications for a position may be eligible for employment preference. You may be eligible for either 5 points a Qualified Veteran, or 10 points as a Qualified Disabled Veteran (or spouse), but not both. If you are a veteran and want to apply for preference points, please submit a completed Veteran's Preference form as well as the required documentation listed on the form.)

Education List any colleges, military, trade, business or other schools attended.

Do you have a high school diploma or GED Certificate? Yes No

School Name	Location	Diploma/Degree	Major/Minor	Graduate?

Certificates & Licenses List professional license, registration, or certificate required or preferred for position.

Type	Issuing Agency	Date Issued	Date Expires

Employment History Clearly describe all your duties, starting with your most recent job. If you need additional space, attach a separate sheet. Please include any volunteer fire service time as employment.

Employer (1)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
Employer (2)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			

Employer (3)	Job Title	Dates Employed (from-to)
Address	City	State Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving		
Duties:		

References		
Name: _____	Title: _____	Company: _____
Relationship to you: _____	Phone: _____	Email: _____
Name: _____	Title: _____	Company: _____
Relationship to you: _____	Phone: _____	Email: _____
Name: _____	Title: _____	Company: _____
Relationship to you: _____	Phone: _____	Email: _____

SKILLS / INFORMATION: (Please indicate briefly any job-related skills or additional information you feel may be helpful to us in considering your application.)

By my signature below, I certify that all answers and statements on this application or attached material are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected or my employment with the agency terminated. In addition, I authorize previous employers and references to release information as necessary to verify my qualifications for employment and further give my permission for the agency or their agent(s) to conduct the required background checks including a police records check.

_____ Initials

Further, the employing agency will require a pre-employment physical with a physician retained by the agency. Such physical will include a drug-screening test. My signature below serves as authorization to the physician to release all information relative to the pre-employment physical and drug testing results. If such results indicate an inability to perform the job applied for or drug use, I understand my application may be rejected or my employment with the agency terminated.

_____ Initials

I authorize the employing agency to verify the employment and education information provided in this employment application.

_____Initials

I understand that if my employment is terminated by the District for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted.

_____Initials

I understand that this application does not, by itself, create a contract of employment.

_____Initials

I authorize my driving record to be checked if the position for which I am applying requires driving.

_____Initials

I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.

_____Initials

I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation.

_____Initials

I understand and agree that, if hired, MY EMPLOYMENT IS TEMPORAY, FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to District policies and rights provided by written contract.

_____Initials

I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

_____Initials

SIGNATURE: _____ **DATE:** _____

Return application and résumé to:
Stayton Fire District
1988 W. Ida St.
Stayton OR 97383

Applications must be returned in person or by mail; NO FAXES ACCEPTED