



East County Fire & Rescue
P.O. Box 345 Washougal, WA 98671

EMPLOYMENT OPPORTUNITY Position: Office Assistant II

2010 Salary Range: \$12.00-\$16.00 per hour DOQ

Open Period: January 6, 2010-January 20, 2010

Position Information: Part-Time

Preferred Hours of Employment: 8-4PM Mondays-Tuesdays-Thursdays

Benefits: East County Fire & Rescue provides employees with benefits including, but not limited to, membership in the Public Employees Retirement System (PERS), employee assistance program; sick leave, vacation leave and holiday leave.

Position Description/Minimum Requirements/Desirable Qualifications/Special Requirements:
See job description posted on our website www.eastcofire-rescue.org, or at the physical locations listed below.

Application Location: Application forms may be obtained via East County Fire & Rescue website, www.eastcofire-rescue.org or at the stations listed below:

Station 91 600 NE 267th Avenue, Camas, WA 98607 360-834-4908
Station 94 1808 SE 352nd Avenue, Washougal, WA 98671 360-835-5511

Selection Process: Candidates will be required to submit an employment application and a résumé with supporting documentation if applicable.

Test: Candidate applications will be screened upon receipt. Up to seven qualified applicants will be invited to an interview. The top three applicants will be invited back for a hands-on skill evaluation. The top candidate successfully completing the process may be given a CONDITIONAL OFFER OF EMPLOYMENT and be scheduled for a medical/drug screening, and undergo a background check.

East County Fire & Rescue District Information: East County Fire & Rescue is a Fire District that encompasses 62 square miles and serves 10,600 residents living in the unincorporated areas near Camas and Washougal. East County Fire & Rescue staff is comprised of 50 volunteers, nine part-time firefighters, five full-time employees, and a five member Board of Commissioners. If you are interested in becoming a vital part of a growing organization, this job is for you. You will be a

Mt. Norway Station
1808 SE 352nd Avenue
Washougal, WA 98671
Phone (360) 835-5511
Fax (360) 835-8920

Prevent, Protect & Serve

www.EastCoFire-Rescue.org

Fern Prairie Station
600 NE 267th Ave.
Camas, WA 98607
Phone (360) 834-4908
Fax (360) 834-5454

valued team member and your work will assist East County Fire & Rescue in accomplishing its mission to Prevent, Protect & Serve its residents.

NOTE: Pursuant to the immigration reform and control act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States.

HIRING PROCESS SCHEDULE OF EVENTS

Applications Available:	January 6
Applications Close:	January 20
Screen Applications:	As received
Notification to Qualified Candidates:	January 24
Interview Process:	January 25-27
Skills Evaluation:	January 28-February 1
Letter of Intent to Hire:	February 3
Tentative Date of Hire:	February 8

This schedule is a working document. There may be changes in scheduling due to situations beyond our control.