



# CROOK COUNTY FIRE & RESCUE

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Est. 1884

## **Seeking applications for the position of part time Administrative Assistant.**

Crook County Fire and Rescue is seeking applicants for the position of Part Time Administrative Assistant. Please go to the district web site to download an application for this position. On the web site you will also find a part time Administrative Assistant job description.

### **MINIMUM QUALIFICATIONS AND CERTIFICATIONS**

- High School or equivalent education
- Ability to work effectively in an independent work environment
- Ability to understand and follow oral and written instructions
- Ability to work effectively with the public and staff
- Over 18 years of age

### **DESIRABLE QUALIFICATIONS**

- Computer/Software skills including database experience
- Previous work experience with public budgeting and HIPAA compliant data entry and communication.

### **COMPENSATION**

- \$19.28 - \$24.02 per hour dependent on experience
- PERS eligible
- Sick Leave

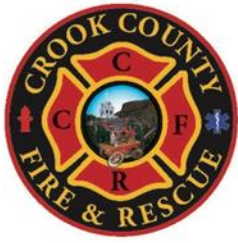
### **SCHEDULE**

- Twenty hours a week with no more than 120 hours in a month

### **APPLICATION**

The Part Time Administrative Assistant application is available on the district's website at [www.crookcountyfireandrescue.com](http://www.crookcountyfireandrescue.com).

**Completed applications will be accepted until Wednesday, June 8<sup>th</sup>, 2022.** Please email your completed application to [plandrus@ccf-r.com](mailto:plandrus@ccf-r.com) or drop it off at Crook County Fire & Rescue, 500 NE Belknap St. Prineville.



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## **Application Process**

Step One: Oral Interview Panel

Step Two: Chief's Interview

Step Three: Background Investigation

## **EXAMINATION DATES**

TBA

## **CONTACT PERSONS**

You may contact Paula Landrus 541-447-5011 with any questions about the application and testing process.