



**POSITION: Office Assistant II**  
Fire Department

*Duties include but are not limited to:*

Serve as a first point of public contact, providing excellent customer service; Contribute to the success of fire suppression, prevention and training programs by confidently and proficiently providing support functions. Job description attached.

**SALARY**

**RANGE:** Grade 7: \$2,428 - \$2,985 per month. Excellent City benefit package when eligible.

**MINIMUM**

**QUALIFICATIONS:**

High school graduate or GED equivalent, minimum of one year clerical or secretarial work experience which includes clerical training; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

**DESIRABLE**

**REQUIREMENTS:**

Working knowledge of Microsoft Office software applications

Awareness of laws and standards related to fire and emergency medical services.

Possession of valid Oregon drivers' license.

**FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND A THOROUGH DMV CRIMINAL HISTORY INVESTIGATION.**

**HOW TO APPLY:**

***Request application packet from:***

Oregon Employment Dept, Redmond Office

2158 SE College Loop, Suite B

Redmond, OR 97756

Phone: (541) 548-8196 x324

Fax: (541)548-6379

E-mail: [Charlene.V.Miller@state.or.us](mailto:Charlene.V.Miller@state.or.us)

**CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST**

(indicating why you want to be considered for this position) must all be received by the above Employment Office ***no later than 5:00 PM, Friday, September 15, 2006.*** Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.**

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Office Assistance II  
**DEPARTMENT:** Fire  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Grade 7  
**EMPLOYEE GROUP:** Confidential / Non-Represented

### **PURPOSE OF POSITION:**

Serve as a first point of public contact, providing excellent customer service; Contribute to the success of fire suppression, prevention and training programs by confidently and proficiently providing support functions.

### **ESSENTIAL JOB FUNCTIONS:**

Receives and greets the public, answering questions and responding to inquiries, concerns and complaints, when necessary, routing to the appropriate person.

Serve as a member of a professional administrative team.

Provide back-up ambulance billing and collection services.

Provides direct support to the Training and Fire Prevention Divisions.

Provides special project support for Senior Staff members.

Receives and distributes incoming mail, processes outgoing mail.

Compiles or assembles a variety of data from various records for reports, including contacting others to collect information.

Inputs data to standard office and department formats. Keyboards routine documents and may be asked to proof read documents as to accuracy and completeness.

Establishes and maintains a variety of files, records or other information, including the responsibility for adapting or improving the methods used.

Coordinates participants, prepares materials, schedules time and secures locations for meetings.

Copies, mails, faxes, files and distributes documents and records as required.

Performs department errands within City and District as needed.

Maintains a clean office work space.

Operates listed office machines as required.

Other duties as assigned.

## **JOB QUALIFICATIONS REQUIREMENTS:**

### **Mandatory Requirements:**

High school graduate or GED equivalent, minimum of one year clerical or secretarial work experience which includes clerical training; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

### **Necessary Knowledge, Skills & Abilities:**

Possess considerable knowledge of general office practices and procedures; business communication, including correct spelling, grammar and punctuation; mathematical principles; filing systems; and computer systems and software.

Ability to read, write and speak English, understand and carry out oral and written instructions; understand and apply available guidelines to varied operational requirements; perform typing and computer operation at an acceptable level of proficiency; handle multiple tasks simultaneously; work efficiently and effectively under close time lines; work independently; maintain confidentiality; maintain accurate narrative and numeric records; organize and prioritize workload; communicate effectively both verbally and in writing; establish and maintain effective working relationships.

### **Desirable Requirements:**

Working knowledge of Microsoft Office software applications

Awareness of laws and standards related to fire and emergency medical services.

Possession of valid Oregon drivers' license.

## **SUPERVISION RECEIVED:**

Reports directly to the Fire Chief and, when applicable, will receive direction from department chief officers; work is coordinated by the Fire Administrative Assistant.

## **SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **TOOLS AND EQUIPMENT USED**

Typewriter, personal computer, including word processing, spreadsheet and data base software; calculator, phone; copy machine; fax machine.

**WORK ENVIRONMENT**

The work environment is typical of an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must be able to be productive in a work environment where interruptions are frequent.

The noise level in the work environment is usually quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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*Ron Oliver*  
Fire Chief

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*July 1, 2006*  
Date

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*Sharon Harris*  
Human Resources Director

**Adopted: May 1, 2006**  
**Updated: July 1, 2006**