



Klamath County Fire District No. 1

Position:	Executive Assistant / Human Resources Specialist
Salary Range:	\$17.67 - \$24.03 per hour
Work Schedule/Status:	M-F, 8 am – 5 pm, occasional weekends and evenings
Duties of Position:	See Job Description
Working Location:	Central Fire Station, 143 N. Broad Street, Klamath Falls, OR 97601

BENEFITS

- Retirement - KCFD1 participates and contributes to the Oregon Public Employees Retirement System (PERS). The employee is required to pay the 6% employee contribution.
- Medical, Dental, and Vision - KCFD1 pays 100% of all health insurance premiums for each employee and their families. KCFD1 participates in an IRS Section 125 Flexible Spending Account. In addition, KCFD1 contributes to a HRA/VEBA for all eligible personnel; currently \$2995-\$8886 annually, depending on health care plan election.
- Vacation - Vacation is accumulated at 6.67 hours per month (80 hours per year) and increases with longevity.
- Sick Leave - Accrues at the rate of eight (8) hours per full calendar month of employment.
- Accidental Death and Dismemberment Insurance - KCFD1 provides a \$10,000 AD&D policy.
- Additional benefits - Other benefits include optional deferred compensation plans, KCFD1 paid Employee Assistance Program (EAP), educational reimbursement, and optional supplemental coverages.

POSITION OVERVIEW

Provides Human Resources support including, but not limited to, development and maintenance of personnel policies, records and procedures. Exercises good judgment and maintains required confidentiality. Provides executive level administrative assistance to the Chief Officers. Interacts with Finance Officer to maintain accurate benefits and payroll records.

General Qualifications

Applicants must have knowledge and be familiar with basic human resources rules and laws and be able to research human resource subjects.

Applicants should have executive administrative support experience, and an understanding of professional office practices including record keeping within an emergency service, or local governmental agency. Previous administrative support experience within governmental Fire/EMS service is preferable.

Applicants must have strong grasp of vocabulary, proper spelling and punctuation, and exhibit a professional image. Applicants will possess communication skills that would be characteristic of administrative personnel.

Required proficiency in Microsoft Word, Excel, PowerPoint, and Outlook. Applicants must become proficient in proprietary computer programs used by the Fire District.

Applicants must demonstrate the knowledge, skills, and abilities to efficiently utilize modern office equipment including personal computer, shared data base systems, ability to keyboard accurately at a minimum of 50 wpm and proficient at 10-key.

Applicants will learn to a level of proficiency proprietary computer programs and shared data base systems used by the Fire District.

Preference may be given to applications during the initial screening process that show experience with a special district or local government agency.

MINIMUM REQUIREMENTS

Education

High School diploma or equivalent.

Certifications/licenses

Possession of a driver's license valid in Oregon and maintain a safe driving record throughout the duration of employment.

Experience

Five (5) years' office experience with a combination of Human Resource and/or Executive Assistant type responsibilities that included dealing with confidential information and issues. Three (3) years must be directly related to HR functions;

OR

Associate Degree in applicable field and two years of HR experience;

OR

Bachelor Degree in applicable field and one year of HR experience.

Skills

Computer proficiency with an emphasis in the use of Microsoft Word, Excel, Outlook, PowerPoint; databases; and work in a networked environment.

Ability to type accurately at a minimum of 50 WPM, and 10-key proficient.

PREFERRED QUALIFICATIONS

Education

Associate Degree in Business Administration, Office Systems, or closely related field.

Bachelor Degree in Human Resource, Business Administration or a closely related field.

Experience

With applicable AAS- Three (3) years' office experience with a combination of Human Resource and/or Executive Assistant responsibilities, with at least two (2) years directly related to HR functions.

With applicable BS/BA- One (1) year office experience directly related to HR functions.

Certifications

SHRM - PHR certification or equivalent

APPLICATION PROCESS

Application, Job Description and Process Documents

Applications packets can be obtained at Work Source Klamath, 801 Oak Ave, Klamath Falls OR, 97601, between the hours of 8:00 am and 5:00 pm, Monday-Friday. Or download the application and supporting documents at <http://www.kcfd1.com>.

Application Submission

Completed application packets must include the following documents specified below:

1. High School Diploma or equivalent
2. Higher education certificates if applicable
3. Copy of a current (*within last 3 months*) typing test. Contact Work Source for details.
4. Resume and Cover Letter

Under Oregon law, armed forces veterans who meet the minimum qualifications for the position may be eligible for employment preference. If you are a veteran and want to apply for preference points submit a completed Klamath County Fire District No. 1 Veterans' Preference form, as well as the required documentation listed on the form with you completed application.

SUBMIT COMPLETED APPLICATIONS TO

Work Source Klamath,
801 Oak Ave,
Klamath Falls, OR 97601.

Applications must be received by Work Source Klamath prior to the closing deadline of February 12, 2019 at 5:00 pm. Applications sent to the Fire District or received after closing will not be considered.

For further information call Work Source Klamath at (541) 883-5630.

SELECTION PROCESS

Applicants that meet the minimum qualifications stated above will be invited to participate in the testing phase of the selection process. ***All testing will be facilitated through Work Source Klamath and must be completed by 5:00pm Thursday, February 14, 2019.***

The tests will evaluate proficiency in the following knowledge, skills and abilities:

- Spelling and Grammar
- Use of Microsoft Word
- Use of Microsoft Excel
- Human Resources Basics

The most qualified applicants will be invited to participate in the interview phase of the selection process.

Interviews will be scheduled for Wednesday afternoon, February 20, 2019.

The top candidate will be given a conditional job offer and will be subject to a comprehensive background check and pre-employment drug screen prior to receiving the final job offer. The projected start date for this position is March 15, 2019.