



**FIRE - RESCUE**

# West Valley Fire-Rescue

## Yakima County Fire District 12

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**Position:** Part-Time Office Assistant  
**Hourly Wage:** DOQ \$14.73 -18.73  
**Date Posted:** April 19, 2019  
**Date Closes:** Open Until Position is Filled

Yakima County Fire Protection District 12 / West Valley Fire • Rescue is seeking an individual with strong communication and clerical skills. Primary responsibilities include providing reception services, answering telephones, inquires, and assisting the public. Candidate will be responsible for preparing correspondence, data entry and general office duties as well as providing ongoing secretarial and clerical support to fire department staff. This is a part-time position, working approximately 30 hours per week, typically Monday – Friday, 8am-3pm; schedule may vary due to daily staffing levels.

Necessary traits include the ability to work in a fast-paced emergency service environment, a professional positive attitude, the ability to work as a team with a variety of individuals and have technical proficiency in computers and general office equipment.

### Education, Experience & Skills

High School Diploma or GED  
Two years progressive clerical experience  
Proficiency with computers; familiarity with Microsoft Word and Excel  
Pride and ownership in the West Valley Community.

### Wage & Benefits

PERS Retirement Plan  
Training Opportunities  
Uniform Shirts Provided  
No Medical/Dental benefits available for this position  
No holiday or vacation benefits available for this position

### Hiring Process

Application packets, including a full job description, can be obtained at:  
West Valley Fire • Rescue  
10000 Zier Road  
Yakima, WA 98908  
Or by emailing your request to [cboisselle@westvalleyfire.com](mailto:cboisselle@westvalleyfire.com)

West Valley Fire • Rescue covers 90 square miles and serves approximately 14,000 residents. The District has 4 volunteer fire stations. West Valley Fire • Rescue responded to 874 incidents in 2018 with 60% of those being medically related. The District is governed by 3 elected Fire Commissioners and is headed by the Fire Chief. In addition, there is an Admin/Finance Officer, full-time Training Captain and full-time Training Lieutenant and approximately 95 paid-on-call volunteer firefighters.