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**Jefferson County Fire & EMS**

765 S 5th Street – PO Box 30

Madras OR 97741

Phone: 541.475.7274 Fax: 541.475.7411 www.jcfr.org

November 23, 2022

**Job Posting**

**Title:** **Administrative Assistant**

**Status:** Full Time - FLSA Non-Exempt

**Work Schedule:** Full Time 40 hrs. per week. Exact schedule to be determined.

**Reports to:** Reports directly to the Fire Chief

**Salary:** Salary Scale ranges from 39,558 – 50,488 Starting salaries will be negotiated with the chosen candidate.

**Benefits:** PERS, Health and Dental Insurance with a District sponsored HRA VEBA account and access to a deferred compensation 457 program. Vacation and Sick time accrual and paid holidays.

**Description:** Jefferson County Fire & EMS has an exciting opportunity for a highly motivated, passionate and highly skilled individual to join our Administrative Team. We are a fast paced, growing combination department with an exciting future.

For further information refer to the job description included with this posting.

**How to Apply:**

All applicants must submit a cover letter, resume and completed District application.

Incomplete applications will not be considered.

Applications may be found online by visiting our website at [www.jcfr1.org](http://www.jcfr1.org) or by contacting our administrative offices.

All applications must be submitted by 5:00 pm December 9, 2022. Application must be emailed to the following email address.

**jblake@jcfire-ems.org**

**Top qualified applicants will be scheduled for interviews.**

**Jefferson County Fire & EMS requires completion of a background investigation prior to employment.**