

REDMOND FIRE & RESCUE

341 NW Dogwood Ave, Redmond, OR 97756
www.redmondfireandrescue.org



RECRUITMENT

ADMINISTRATIVE ASSISTANT



Redmond Fire & Rescue is conducting a recruitment for the position of Administrative Assistant.

THE POSITION

The successful candidate will work in the administrative office Monday - Friday, 8:00 am -5:00 pm performing advanced level administrative/clerical duties. This position enhances and supports overall department efficiency and office operations.

COMPENSATION

Yearly salary of \$41,000 to \$52,328 plus benefits of medical/dental/vision insurance, sick leave, vacation, and PERS.

QUALIFICATIONS

The minimum qualifications include: high school diploma or GED and at least four years of customer service and demonstrated advanced level administrative/clerical duties including advanced computer skills and website management. Preferred qualifications include: an associate or bachelor's degree in Business Administration.

TO APPLY

Visit our website www.redmondfireandrescue.org/careers for more details on the process and for the application. Application packets must be received in person or mail by **May 21, 2018 at 10:00 am.**

REDMOND FIRE & RESCUE

Redmond Fire & Rescue provides EMS, fire, and rescue services to an estimated population of 40,800 within the city of Redmond and the surrounding rural district. The fire district encompasses 123 square miles and our ambulance service area is 294 square miles. This area includes three state parks, one of which is Smith Rock State Park, a world-class rock climbing area that hosts 550,000 visitors annually. Redmond Fire & Rescue also serves the Deschutes County Fair & Expo Center which hosts events that draw over 1.2 million visitors annually, as well as two major resort communities, Eagle Crest and Pronghorn Resort. Another unique service Redmond Fire & Rescue provides is Aircraft Rescue and Firefighting (ARFF) services to the Redmond commercial airport (RDM) under contract with the City of Redmond. On average, our call volume is 5,500 a year.

CITY OF REDMOND

Redmond is located in the high desert of Central Oregon, east of the Cascade Range. Residence living in the high desert enjoy sunshine most of the year along with low humidity and annual precipitation averaging between 8 to 10 inches. In the winter, Redmond receives less snow than its neighboring cities, and the annual average snowfall of 24 inches often melts quickly. Living in Redmond provides opportunities to try a variety of outdoor activities such as hiking, fishing, climbing, mountain biking, skiing, and more. Redmond is a desirable community to live in with its growing economy, small-town feel, and an abundance of recreation activities.