



EMPLOYMENT OPPORTUNITY

PART-TIME AMINISTRATIVE ASSISTANT

OPENS: January 21, 2026

CLOSES: February 13, 2026

South Pend Oreille Fire and Rescue is recruiting to fill the position of Part-Time Administrative Assistant. Primary responsibilities include providing effective and efficient administrative support. The successful candidate will be expected to work well with team members, partner agencies, and the public.

Classification: Non-Exempt

Reports To: Fire Chief

Wages: \$20.00 per hour

Work Schedule: Part-time flexible scheduling, starting at 15 hours per week

Minimum Qualifications: High school graduate or GED required. Two years of general office support experience which includes public contact. Strong computer skills including knowledge and use of Microsoft Office applications.

To apply, please visit **spofr.org** for the application and additional information about South Pend Oreille Fire and Rescue. Applications and cover letters or resumés may be emailed to **serve@spofr.org** or hand-delivered or mailed to:

South Pend Oreille Fire and Rescue
325272 Highway 2
Newport, WA 99156

Please submit applications by **4:00 p.m. on February 13.**

SPOFR administrative hours are **10:00 a.m. to 4:00 p.m., Monday through Thursday.**

For additional information, please contact **Secretary to the Board/Executive Financial Director Laura Smith-Johnson** or **Chief Shane Stocking** at **(509) 447-5305.**



SOUTH PEND OREILLE FIRE AND RESCUE

Administrative Assistant

JOB DESCRIPTION

Position Summary

The South Pend Oreille Fire and Rescue Administrative Assistant provides essential administrative, clerical, and organizational support to the Fire Chief, Secretary to the Board of Fire Commissioners, and district staff. This position performs assigned clerical duties to support district operations and assists with public interaction. Responsibilities include gathering, inputting, and retrieving data, as well as supporting all district administrative functions, including employment processes and program delivery.

The Ideal Candidate

South Pend Oreille Fire and Rescue is a proud department of both career and volunteer members, and as such, embodies a unique administrative model to support a diverse staff. The ideal candidate can adapt well to work with the fire chief, executive financial director/board secretary, recruitment and retention staff, and all district members. As a face of the organization, the candidate should be well accustomed to positive interactions with the public and have satisfactory knowledge of administrative operations.

Essential Duties and Responsibilities

- Receiving and transferring incoming phone calls and communicating information as appropriate.
- Greeting and directing visitors to the appropriate office/meeting areas.
- Preparing and processing special projects and legal documents, narrative and statistical reports and inter-departmental communications/correspondence.
- Maintaining files.
- Interacting with and responding to requests from other governmental and public agencies in a professional manner.
- Gathering, inputting and retrieving data.
- Performing all clerical duties as assigned to assist in the operational support of South Pend Oreille Fire and Rescue.
- Handling and organizing many tasks at one time.
- Other duties as assigned.

Required Knowledge, Skill and Abilities

- Capable of working cooperatively with the Fire Chief, staff and other District personnel to carry out the requirements of his/her assigned duties.
- Must maintain effective and courteous working relationships with all SPOFR personnel, partner agencies, professional consultants and the general public.

- Possess well-developed interpersonal skills and exhibit professional etiquette to establish and maintain productive working relationships and be able to interact hospitably with a variety of people.
- Ability to carry out special and general assignments without direct supervision.
- In-depth knowledge of the District's standard operating procedures and policies.
- Ability to understand and follow oral and written communication.
- Functional knowledge of current computer technology and programs relevant to the fire service, electronic data processing and modern office practices.

Basic Qualifications

To be eligible to apply for this position, applicants must meet the following required occupational qualifications prior to the close of applications and maintain them thereafter.

- Must have proof of eligibility for employment in the United States.
- Must be 18 years of age prior to the closing of applications.
- Must have a high school diploma or equivalent.
- Must have a valid driver's license.
- Must be able to communicate the English language clearly and concisely, both orally and in writing.
- Must have a minimum of two years of general office support experience which includes public contact.
- Must have strong literacy skills including reading, composition, standard and business English usage, punctuation, grammar, spelling and letter format.
- Must have ability to compose routine correspondence and to proofread and edit the work of others.
- Must have good planning, organizational, time management, and problem-solving skills, flexibility and adaptability while maintaining accuracy and attention to detail.
- Must have excellent oral communications skills for interacting with co-workers and the general public tactfully, courteously and sensitively.
- Must have knowledge of office principles, practices and use of a variety of office equipment including multi-line electronic digital phone system, computer, copier, fax, etc.
- Must have strong computer skills including knowledge and use of Microsoft Office Applications.