



## Eastside Fire & Rescue Employment Opportunity

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**Position:** Administrative Assistant (full-time)

**2021 Salary:** \$4,979.77/month

**Closes:** December 13, 2021, at noon

**Position Description/Requirements:** See job description attached. Includes opportunities to specialize (Finance, Payroll, Human Resources).

**Benefits:** Eastside Fire & Rescue provides employees with excellent benefits including, but not limited to: membership into the Public Employees Retirement System (PERS), medical, vision, and dental insurance for employees and dependents, employer funded VEBA account (health reimbursement account), employer contribution to 457 deferred compensation (457b) retirement plan (no employee match required), vacation leave, education incentive, tuition assistance, short term disability, and eleven paid holidays plus two additional floating holidays per year.

Employees are on probation the first 12 months of employment.

**Union Membership:** This is a union represented position. Applicant hired may choose to become a member of Local 2878 of the International Association of Firefighters.

**Application Location:** Application packets may be obtained online at [www.eastsidefire-rescue.org](http://www.eastsidefire-rescue.org). Completed packets may be submitted to [humanresources@esf-r.org](mailto:humanresources@esf-r.org), or mailed to:

Eastside Fire & Rescue  
Attn: Human Resources  
175 Newport Way NW  
Issaquah, WA 98027

**Application Requirements:** Candidates are required to submit the following to be considered:

- Employment application
- Structured resume with cover letter

**Assessments:** Qualified applicants will be invited to participate in a practical exam followed by an oral board interview. The top candidate successfully completing the process will undergo a thorough background screening and may be given a Conditional Offer of Employment which includes a psychological evaluation and drug screening.

**Eastside Fire & Rescue Information:** Eastside Fire & Rescue proudly serves the communities of Issaquah, North Bend, Sammamish, Woodinville, and Fire Districts 10 and 38, which includes Carnation and areas of unincorporated King County. Eastside Fire &

Rescue employs over 200 full time career personnel and approximately 50 volunteers. Please visit [www.eastsidefire-rescue.org](http://www.eastsidefire-rescue.org) for more information.

Become part of something great! Eastside Fire & Rescue is an equal opportunity employer.

**TENTATIVE SCHEDULE OF EVENTS:**

Applications Available:	November 23, 2021
Applications Close:	December 13, 2021, at noon
Practical Exam & Oral Interviews:	December 14 – 16, 2021
Background Screening:	Week of December 20, 2021
Psychological Eval & Drug Screen	Week of December 27th
Offer of Employment:	January 3, 2022
Date of Hire:	January 17, 2022



# Eastside Fire & Rescue Job Description

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**Position Title:** Administrative Assistant

**Division:** Administrative Services

**Reports To:** Deputy Director/Deputy Chief of Administration

**FLSA Status:** Non-Exempt

**Revised:** August 5, 2021

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## **General Summary:**

The Administrative Assistant (AA) works at the direction of the Deputy Director/Deputy Chief of Administration and is responsible for assisting and supporting the functions of the Agency. The position reports to and is evaluated by the DD/DC and is responsible for the completion of all assigned tasks in a confidential and effective manner. While filling the Finance Specialist or Payroll Specialist roles, the AA reports to and is evaluated by the Finance Manager.

This position works as a team member, with minimal supervision, prioritizes work schedule, meets critical deadlines, and is expected to complete daily work with minimal instructions and/or guidelines.

## **Essential Job Functions – General:**

1. Works collaboratively with team members to foster and maintain a culture within the Administrative Services division which reflects the values of the Agency.
2. Anticipates, assesses, and responds effectively to the needs of the Agency, employees, and customers.
3. Consistently provides excellent customer service that is timely, accurate and courteous.
4. Attends, participates, and/or takes minutes, at internal and external meetings and events.
5. Applies considerable knowledge and experience in the application and operation of multiple software programs. Creates and produces a variety of written materials including but not limited to forms, correspondence, manuals, policies, reports, and records.
6. Performs complex assignments in specialized functions. Develops and organizes workflow within the assigned project and provides written documentation on procedures and processes as needed.

## **Administrative:**

1. Monitors, orders, and maintains inventory for office supplies and other office related items for the Agency.
2. Responsible for the distribution of mail and shipping/receiving of mail and packages.

3. Responsible for answering incoming phone calls to EF&R Headquarters and assisting walk-in customers.
4. May receive, account for, and safeguard cash, checks, agency credit cards or other valuables.
5. Prepares and edits materials and documents to ensure proper layout, arrangement, grammatical composition, and inclusion of all pertinent information.
6. Responsible for maintenance of the agency's document management system.
7. Assists with generating General Notices, Directives, Forms, and Policies.
8. Responsible for the research, coordination, and compliance of public records requests, electronic filing and archiving. Responds accurately and timely to public records requests. Prepares responses for Records Custodian's approval, and promptly advises Records Custodian of any issues. Maintains confidentiality and complies with health information privacy laws (HIPAA).
9. Maintains and coordinates facility use and public room reservations. Assists in maintaining compliance for facility use rules and requirements.
10. Responsible for the registration of training requests for agency personnel and makes travel arrangements as required.
11. Assists with agency file management (records retention schedules, contracts, CBA documents, etc.)
12. Participates on EF&R Annual Awards & Recognition Banquet committee.
13. Assists the Board Secretary and performs as Acting Board Secretary as needed.
14. Supports all EF&R divisions.
15. May be assigned to short-term backup in the Finance Specialist's or HR Specialist's absence.
16. Performs other duties as assigned.

### **Finance Specialist:**

1. The Finance Specialist supports the Finance division with a wide variety of tasks and processes.
2. Responsible for the timely and accurate preparation and processing of agency Accounts Payable (A/P) and Accounts Receivable (A/R) in accordance with policies and procedures.
  - A/P duties include: Receives invoices for payment, ensures all required documentation is complete, reviews proposed budget codes for accuracy, enters data in accounting software, researches and resolves discrepancies and issues, maintains A/P files.
  - A/R duties include: Generates invoices according to established schedule using accounting software, monitors receivables and sends reminders for outstanding payments, researches and resolves discrepancies and issues, maintains A/R files.
3. Responsible for agency credit cards (safeguards, assigns, reconciles expenses with monthly statement, monitors card balances).
4. Responsible for vendor files, ensuring proper documentation is maintained (e.g., W-9's).
5. Trains employees on the agency's purchase order process.
6. Assists in monitoring budget expenditures.
7. Responsible for agency fuel cards and car wash tickets.
8. Prepares bank deposits.
9. Performs other duties as assigned.

### **Human Resources Specialist:**

1. The Human Resources Specialist is responsible for assisting the Deputy Director/Deputy Chief of Administration with a wide variety of Human Resources tasks and processes.
2. Maintains absolute confidentiality of work-related issues, employee records, and Agency information; complies with health information privacy laws (HIPAA).
3. Responsible for maintenance of various HR files, including I-9's, agency personnel files and HRIS data.
4. Processes employee demographic changes and makes required notifications.
5. Assists with administration of employee benefits.
6. Maintains performance evaluation files and tracks completion.
7. Maintains OSHA logs and compliance posting.
8. Responds to requests for agency wage and benefit information.
9. Coordinates employee retirement recognitions and supports the Annual Awards & Recognition Banquet committee.
10. Assists with recruitment and promotional processes.
11. Compiles and reviews data from varied sources and makes summary reports as requested.
12. Performs other duties as assigned.

### **Payroll Specialist:**

1. The Payroll Specialist supports the Finance division with a wide variety of tasks and processes.
2. Assists with payroll processing.
3. Assists with timekeeping duties.
4. Performs backup payroll duties.
5. Promptly responds to requests for employment verifications.
6. Processes L&I Stay at Work claims.
7. Accurately processes quotes for staffing/equip at special events and deployments.
8. Assists with wildland billing.
9. Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

1. Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility.
2. Requires knowledge of clerical and administrative skills to perform independently, regular and recurring activities requiring knowledge of the functions, procedures and purpose of the area to which assigned.
3. Requires knowledge and ability to work on special projects and tasks which call upon specialized abilities and knowledge possessed by the employee.
4. Requires exceptional customer service skills and professionalism to internal and external customers.
5. Requires ability to always exercise good judgment and while under stress.
6. Requires arithmetic ability to accurately calculate decimals and percentages.
7. Requires ability to communicate effectively, both verbally and in writing; ability to follow verbal and written instructions.
8. Requires ability to prepare for and take effective minutes during meetings.
9. Requires ability to operate standard office equipment.

10. Requires proficiency in Microsoft Office programs, including the ability to assist others on same.
11. Requires ability to work under pressure and to meet deadlines.
12. Requires ability to serve the public in a manner conducive to positive customer relations, in situations which may be stressful.
13. Requires ability to establish and maintain effective working relationships with supervisor, other employees both within and external to the Agency, and the public in general.
14. Requires ability to work with frequent interruptions.
15. Ability to plan and coordinate events, including travel logistics.
16. Ability to carry out bookkeeping duties.
17. Requires ability to learn and proficiently use current accounting software.
18. Knowledge and ability to learn purchasing, projects and contract administration, accounting, fixed assets, and records retention.
19. Knowledge of HIPAA and RCW's and other laws related to the maintenance, retention and confidentiality of patient and employment records. Ability to learn and comply with RCWs, WACs, and federal/state grant guidelines.

### **Education and Experience:**

1. High school graduate or GED is required, supplemented with a minimum of two (2) years' experience in a similar work situation and two years of progressively responsible related work experience. Public sector experience is preferred.
2. Associate degree in a job-related field or Certificate of Achievement related to assigned duties (as listed below from Bellevue College), is preferred.
  - Administrative: Administrative Assistant Certificate of Achievement
  - Finance Specialist □ Accounting Assistant Certificate of Achievement
  - HR Specialist: Human Resources Assistant Certificate of Achievement
  - Payroll Specialist: Accounting Assistant Certificate of Achievement
3. Required to obtain and maintain a valid Washington State driver's license and a good driving record as identified in Agency policy.

### **Physical Requirements:**

1. Shall be able to read a computer screen, and various reports, letters, documents, and training materials.
2. Must be able to drive personal and Agency vehicles.
3. Shall be able to frequently communicate, express oneself, convey, converse, and exchange information with others.
4. Shall be able to remain in a stationary position for long periods.
5. Frequent movement is necessary in an office setting, in meetings, at conferences, etc.
6. Frequently ascends/descends stairs; occasionally positions self to reach high/low workspaces; occasionally kneels; seldom stoops, crouches, or crawls.
7. Shall be able to move, transport, and/or position, material up to 25 pounds.
8. Constantly operates a computer and other office productivity machinery (e.g., calculator, copy machine, computer printer, etc.).
9. Constantly works in an indoor office setting; seldom works in outdoor weather conditions.
10. Shall successfully pass the Agency's pre-hire background, psychological evaluation,

and medical physical to include a drug screen.

**Working Conditions:**

Normally works a 40-hour week. The normal work week is defined in a separate Collective Bargaining Agreement. The work schedule may be adjusted to meet the needs of the Agency. Work may require evening, weekend, and holiday duty. Most work performed in an office environment, including various meetings and conferences. Standard office equipment is utilized.

**Emergency/Alternate Work Schedule:**

To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule in the case of an emergency (e.g., epidemic, severe weather conditions, or other emergency situations).

**General Sign-Off:**

The employee is required to adhere to all Agency policies, regulations, procedures, and respective Collective Bargaining Agreement. The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 2021 Benefits at a Glance – Support Staff

### YOUR HEALTH & WELL BEING

#### **Medical/Vision/Rx – Premera Blue Cross PPO (LEOFF Trust)**

100% Agency-paid premiums for employees & dependents. \$1,500 deductible (\$3,000/family) in-network. \$35 office visit co-pay. Vision exams covered at 100% in-network, hardware covered up to \$300/year. \$15/\$35 Rx. Broad, nationwide provider network. No-cost virtual appointments.

**Dental Insurance – Delta Dental (WCIF Trust)** 100% Agency-paid premiums for employees & dependents. Large provider network. 100% covered for preventive, 80% for basic, 50% for major. 50% up to \$2,000 lifetime orthodontia benefit for adults & children.

#### **Employee Assistance Plan (EAP) – First Choice Health**

100% Agency-paid. Confidential counseling (phone and/or in person - up to 6 visits at no-cost), legal & financial assistance, plus help finding elder care or dependent day care for children.

#### **VEBA HRA / FSA / Dependent Care Accounts**

\$2,000/\$4,000 annually Agency-funded VEBA. Ability to save \$2,750/yr. for health care expenses & \$5,000/yr. for day care pre-tax.

#### **Voluntary AFLAC Insurance Coverage**

Accident, Cancer, Critical Care & Recovery, Hospital Intensive Care, Short-Term Disability insurance.

#### **Peer Support Group**

Help with difficult issues specific to our line of work.

### YOUR CONVENIENCE & HAPPINESS

- Direct-deposit of paychecks
- Free parking
- Use of Agency gyms with paid PT time
- Tuition reimbursement & extra pay for degrees
- Excellent Labor-Management relationships
- Philanthropic activities/charitable giving

### YOUR WORK/LIFE BALANCE

- Paid vacations & 11 holidays + 2 personal holidays
- Time off for bereavement & jury/witness duty
- Desirable work schedules (M-Th 07:00-17:00)

### YOUR FINANCIAL SECURITY

#### **WA Department of Retirement Systems PERS Pension**

#### **457 Deferred Compensation Savings Programs – WA State DRS & Randall & Hurley**

Per pay period contribution by Agency to a 457(b) retirement savings plan – no match required.

#### **Cigna Short-Term Disability (STD) Insurance (Agency-paid) and Long-Term Disability (LTD) Insurance (Optional - Employee-paid)**

#### **Basic Life & Accidental Death & Dismemberment (AD&D) Insurance**

\$15,000 Life/\$15,000 AD&D available through CIGNA; \$12,000 Life/\$12,000 AD&D agency-paid through Standard Ins. Co.

**Supplemental Group Life Insurance available through Cigna.**

#### **Life Insurance Premium Reimbursement**

\$500 annual reimbursement for employee-purchased life insurance.

*Benefits are subject to change. This is an abbreviated listing only; for details, please refer to benefit plan booklets.*



# EMPLOYMENT APPLICATION

Please return to:  
**Eastside Fire & Rescue**  
 Human Resources Division  
 175 Newport Way NW  
 Issaquah, WA 98027  
 PHONE: 425-313-3272  
 FAX: 425-313-3253



Date Stamp Received

Eastside Fire & Rescue is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, honorably discharged veteran or military status, genetic information, or any other legally protected classification.

If you need any form of accommodation to participate in the application or testing process, please provide reasonable notice to Human Resources at 425-313-3272.

POSITION: <b>ADMINISTRATIVE ASSISTANT</b>	TODAY'S DATE: _____
<b>FULL NAME REQUIRED</b> LAST NAME: _____ FIRST: _____ MIDDLE: _____ PREFERRED NAME: _____	How did you hear about the position? EF&R Public Site _____ PST _____ EF&R Employee _____ Other _____
MAILING ADDRESS: _____ STREET ADDRESS: _____ CITY/STATE/ZIP: _____ HOME TELEPHONE: _____ EMAIL ADDRESS: _____ CELL PHONE: _____ VALID WA STATE DRIVER'S LICENSE?    ___Yes ___ No      If other State, which? _____ (A valid driver's license is required) Driver's License Number: _____ SPECIAL ENDORSEMENTS/LICENSES: _____	
Applicants must be at least 21 years of age at time of hire.      Are you at least 21 years of age?    ___Yes ___No	

## TRAINING AND EDUCATION

Circle highest grade completed in school:    9   10   11   12    College:   1   2   3   4    Graduate School:    1   2   3   4			
COLLEGES / OTHER TRAINING	Location	Subject/Major	Degree/Certificate

*WORK HISTORY: This section must be complete for your application to be considered. Begin with your present or most recent employment, and include periods of self-employment and U.S. military service. Attach extra pages if necessary, in order to list your work experience for the last 10 years.*

<b>EMPLOYER'S NAME:</b>		<b>POSITION:</b>	
CITY AND STATE:			
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Number of employees supervised by you:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

<b>EMPLOYER'S NAME:</b>		<b>POSITION:</b>	
CITY AND STATE:			
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "No", please explain:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

<b>EMPLOYER'S NAME:</b>		<b>POSITION:</b>	
CITY AND STATE:			
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:	
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:	
May we contact this supervisor for a reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If "No", please explain:	
PRIMARY DUTIES:			
REASON FOR LEAVING:			

REFERENCES (Please list people and/or supervisors who can evaluate your work performance.)

NAME

WORK RELATIONSHIP TO YOU

PHONE

**Lateral Position:**

This section left blank intentionally.

**Veterans' Scoring Criteria:**

Per RCW 41.04.010, veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

**AGREEMENT, CERTIFICATION, AND AUTHORIZATION**

I hereby certify, under penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and the information given is true and complete to the best of my knowledge and belief. I understand that knowingly providing false information on this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. \_\_\_\_\_(Initial Here)

I authorize Eastside Fire & Rescue to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application under the provisions found in RCW 4.24.730. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Eastside Fire & Rescue from any and all liability arising out of disclosure or failure to disclose information regarding me and my work history in response to a reference check. \_\_\_\_\_(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a consumer report from a consumer reporting agency and may use that consumer report for employment purposes. Under federal law, a "consumer report" includes "any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer' credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a fact or in establishing the consumer's eligibility for...employment purposes..." 15 U.S.C. §1681 a(d). The term "employment purposes," when used in connection with a consumer report, means "a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee." 15 U.S.C. §1681 a (f). Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of my rights under the Fair Credit Reporting Act. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a consumer report to be used for employment purposes. \_\_\_\_\_(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a credit report (job-related positions only) and may use that credit report for employment purposes. Before any adverse action is taken, based in whole or in part on the information contained in the credit report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and an opportunity to respond. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a credit report to be used for employment purposes \_\_\_\_\_(Initial Here)

In the event of employment, I will be required to abide by all Eastside Fire & Rescue policies, rules & regulations. I understand this application is not intended to be a contract for employment and that Eastside Fire & Rescue reserves the right to make changes in conditions and benefits of employment. I further agree if Eastside Fire & Rescue advances any paid leave before it has been accrued or advances any money during the course of my employment, Eastside Fire & Rescue is authorized to deduct from my wages sufficient funds to repay such advances. \_\_\_\_\_(Initial Here)

I agree if I lose, damage, or fail to return any Eastside Fire & Rescue property at the time of my separation of employment, Eastside Fire & Rescue is authorized to deduct from my final paycheck the cost of such property. \_\_\_\_\_(Initial Here)

I certify I am not engaged in any outside activity or business that could be considered in conflict with Eastside Fire & Rescue's interest, nor will I become engaged in such activity or business if employed. \_\_\_\_\_(Initial Here)

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed and/or tested. Additionally, I give permission for Eastside Fire & Rescue to contact references, and request information related to educational background, employment history, and special licenses or training. \_\_\_\_\_(Initial Here)

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Eastside Fire & Rescue. \_\_\_\_\_(Initial Here)

I consent to drug testing as may be requested by Eastside Fire & Rescue's representatives. \_\_\_\_\_(Initial Here)

I acknowledge Eastside Fire & Rescue is an equal opportunity employer. \_\_\_\_\_(Initial Here)

**SIGNATURE OF APPLICANT (REQUIRED)**

**DATE**