



TUALATIN VALLEY FIRE & RESCUE
invites applications for the position of:

Administrative Assistant

SALARY: \$20.12 - \$27.22 Hourly
\$3,487.87 - \$4,718.83 Monthly

OPENING DATE: 02/12/18

CLOSING DATE: 02/26/18 11:59 PM

OVERVIEW:

It's not just about a job, it's about starting a career where you can make a difference! We are Oregon's largest fire district and committed to creating safer communities through prevention, preparedness and effective emergency response.

Come join our team as an **Administrative Assistant!**

In this strategic role, we are looking for an individual with a high level of customer focus, attention to detail, strong organizational skills, and able to handle multiple projects and deadlines. The ideal candidate will also be proactive and solution oriented as this position works other departments on a variety of projects and events.

The current vacancy is in the District's Human Resources Division, but this recruitment may be used to fill more than one vacancy in the Administrative Assistant job classification.

EXAMPLE OF DUTIES:

CUSTOMER INTERFACE:

Serves as a primary contact person to both internal and external customers, able to answer difficult or more complex questions relating to various functions of the assigned business unit(s), as well as general questions regarding Tualatin Valley Fire and Rescue. Forwards inquiries requiring additional knowledge or expertise to the appropriate individual.

PROJECT /PROGRAM COORDINATION:

Works independently within established parameters on a variety of department-specific projects, programs and small-to-medium scale events.

BUDGET SUPPORT:

Researches, tracks and maintains records of expenditures under established guidelines using the District's enterprise resource program (ERP). Makes entries into ERP for annual District budget development, requisitions, and work-orders.

RECORDS:

Maintains electronic and hardcopy records. Performs routine reporting tasks to comply with regulatory agencies. Fields requests from external customers for departmental records in compliance with District disclosure policies. Researches and compiles information from departmental records as requested.

DEPARTMENTAL INTRANET: Maintains information and documentation stored on assigned sections of District's intranet platform.

WRITTEN PRODUCTS:

Prepares and edits documents, spreadsheets, reports, communications, and presentations from drafted content notes or other parameters.

MEETING SUPPORT:

Provides administrative support for meetings, including meeting scheduling, meeting document preparation and distribution, room set-up and technology support, and recording meeting minutes.

OTHER ADMINISTRATIVE SUPPORT:

Performs general administrative support including, but not limited to, scheduling of conferences, making travel arrangements, data entry, audits department timesheets, and maintains supplies.

QUALIFICATIONS:

- High School graduate. Associate degree or supplemental training in advanced office skills preferred.
- Two (2) years of experience in administrative support work.
- Intermediate skills using Microsoft Word, Excel and Outlook.
- Ability to manage multiple tasks with competing deadlines simultaneously. Ability to effectively prioritize workload under general guidance and complete duties and assignments with considerable accuracy and timeliness.
- Knowledge of office record keeping, report preparation, and computer applications that allow for the effective management of incumbent's assigned office or work location.
- Knowledge of standard office procedures as well as of standard business etiquette.
- Solid knowledge of and ability to operate a personal computer and standard office software applications in addition to any specialized software necessary for the performance of job duties.
- Knowledge and use of proper business English grammar and language rules, proper spelling, and all other knowledge required to produce written documents with a high level of accuracy and professionalism.
- Ability to maintain confidentiality.
- Ability to read and understand, and communicate effectively in English, both orally and in writing.
- Ability to remain calm in emergency situations.

SUPPLEMENTAL INFORMATION:**Anticipated schedule:**

Application screening: Through March 2

Phone interviews: Weeks of March 5 and March 12

Onsite interviews and skills assessments: Week of March 19

Target start date: Mid-April

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.tvfr.com>

11945 SW 70th Ave
Tigard, OR 97223
503-649-8577

jobs@tvfr.com

Position #2018--AA
ADMINISTRATIVE ASSISTANT
TQ

Administrative Assistant Supplemental Questionnaire

- * 1. To be considered, qualifying education and experience must be clearly documented in the education and work history sections of the employment application. I understand that resumes can be attached but are not a substitute for the required information on the application.
 Yes No

- * 2. Please select the following that best describes your level of education.
 HS diploma or equivalent
 Associate degree or higher

- * 3. Do you have two (2) or more years of experience in administrative support work?
 Yes
 No

- * 4. Please list any supplemental training you have received relevant to administrative or office work. If none, indicate NA.

- * 5. Do you have experience providing administrative support work in a Human Resources department?
 Yes
 No

- 6. If you answered yes, please briefly describe when and where you gained this experience and your responsibilities in this role.

- * 7. Please provide an example of one of the more complex events or projects you helped coordinate. Include in your response your specific role and how you organized your work to ensure tasks were managed effectively.

- * 8. A skills assessment will be conducted for the finalists in MS Outlook, Word, and Excel.

Which of the following best describes your level of proficiency with MS Outlook?
 Advanced - format business card, create group contact, create search folder, polling with Outlook, etc.
 Intermediate - schedule recurring appointments, invite meeting attendees, assign tasks, create a signature, etc.
 Beginner - open and reply to email, search folders, create contacts, create appointments, etc.
 No experience

- * 9. Which of the following best describes your level of proficiency with MS Excel?
 Advanced - merge and center cells, use advanced formulas, create pivot tables, and graphs, etc.
 Intermediate - utilize page layout, format borders, data sort, use basic formulas, etc.
 Beginner - insert/delete a row, basic formatting and editing, text alignment, etc.
 No experience

- * 10. Which of the following best describes your level of proficiency with MS Word?
 Advanced - mail merge, insert comments, add developer tab, create macro, etc.
 Intermediate - insert headers and footers, insert and format tables, insert page numbers, etc.
 Beginner - spell check, format font and margins, cut and paste text, find and replace, track changes, etc.
 No experience

- * 11. Reliability in reporting to work regularly and on time is a requirement of this role. Please provide an example that best illustrates your dependability.

* Required Question