

Clerk:

The Keizer Fire District is hiring for the position of Part-Time Clerk with plans to fill one vacant position in January of 2017.

**Please read the information contained within this application packet carefully and follow ALL instructions fully. Failure to provide all requested information or submission of an incomplete application could result rejection!**

Salary Range & Benefits: This is a part-time job with starting pay of \$14.72 per hour. As a part time employee the following benefits are available: sick leave, vacation leave, PERS retirement, disability and life insurance, a voluntary cafeteria plan offering tax deferred medical and child care reimbursement plan, a voluntary deferred compensation plan and an employee assistance plan. This position is not represented by a Union.

Minimum Position Qualifications: This position requires strong ability to interact with the public in a professional and pleasant manner; basic knowledge of standard office practices and procedures, equipment and software; basic knowledge of business letter writing and business forms; ability to spell and apply correct grammar and punctuation; ability to make accurate comparisons and computations; ability to establish and maintain files; ability to understand and carry out oral and written directions; ability to interact with and maintain harmonious relationships with fellow employees; ability to maintain excellent attendance in the workplace. Ability to operate single and multi-line telephone console.

Requires current valid Oregon Driver's License.

Requires graduation from high school or GED, preferably including or supplemented by courses in computer science, including but not limited to Windows Office Software.

To apply, submit an Application, Authorization to Release Information Form, a copy of your Oregon Driver's License, and a detailed Resume that outlines your experience and qualifications that meet or exceed the requirements by 5:00 pm on December 30, 2016.

Application packets can be picked up at 661 Chemawa Rd NE, Keizer OR, or can be found on the website at [www.keizerfire.com](http://www.keizerfire.com).

**Your completed, signed and notarized application packet must be received at the Keizer Fire District's business office, Attention: Vickey Dosier, 661 Chemawa Road NE, Keizer, OR 97303 or post marked by Friday, December 30, 2016 at 5:00 p.m. Applications will NOT be accepted or considered if received/postmarked after this date.**

Interviews will be scheduled in January 2017 with an anticipated start date of January 30, 2017.

The Keizer Fire District would like to thank you for your interest in seeking employment with us.

If you have any questions please feel free to call Vickey Dosier at 503-390-9111.