



ADMINISTRATIVE ASSISTANT I Job Announcement

Canby Fire District is accepting applications for the position of Administrative Assistant I. This role provides essential clerical and administrative support to managers and personnel. The Administrative Assistant I serves as the primary point of contact for internal and external customers and is responsible for telephone and in-person reception. This position must maintain a high level of professionalism and confidentiality. All applicants invited to the candidate assessment must undergo and pass a background check and maintain a valid driver's license. For a detailed job description and to apply, please visit our website at: <https://www.canbyfire.org/career-opportunities>

The position begins at **Administrative Assistant I** level with the opportunity to advance to **Administrative Assistant II** based on performance after one year of employment.

Employment Type: Full-time, Non-Exempt **Starting Wage:** \$27.52 per hour

Benefits:

- Medical, dental, and vision coverage
- Paid time off and holidays
- Participation in the Oregon PERS retirement system

Application Components: Applications with the following items must be received by **4:00 PM on January 28, 2026**:

- Completed Canby Fire District application
- Cover letter
- Resume
- Photo identification

Submission Options:

In Person: Canby Fire District
Attn: Administrative Assistant I Position
221 S. Pine Street
Canby, OR 97013

Email: applications@canbyfire.org

APPLICATION PROCESS OPENS	January 14, 2026
APPLICATIONS DUE	January 28, 2026, 4PM
APPLICATION REVIEW	January 29, 2026
CANDIDATES NOTIFIED	January 30, 2026
CANDIDATE ASSESSMENT	February 3, 2026
CONDITIONAL JOB OFFER EXTENDED	February 4, 2026
POSITION START DATE (SUBJECT TO CHANGE)	February 16, 2026