



Tillamook Fire District

Proudly Serving the Citizens of Central Tillamook County

Invites Applications for the position of

Administrative Assistant

Opening Date: January 2, 2026

Closing Date: Open till Filled; First Review on January 15th at 4:00 p.m.

Salary Range \$22.00 - \$28.00 per hour depending on Qualifications and Experience

Tillamook Fire District is actively recruiting for (1) full time, 40 hour/week Administrative Assistant.

Position Overview:

The Administrative Assistant, under administrative direction, manages and fulfills the clerical and financial workload for the Fire District. Also provides staff assistance to Fire Chief and performs other job-related work as required.

To be considered for this position, qualified candidates must submit the following:

- Application (required)
- Cover Letter (required)
- Resume (required)
- Credentials, Certifications and Licensing (if applicable)

For additional information, please visit our website at www.tillamookfire.com

If you have specific inquires not otherwise listed on our website, please feel free to contact Administrative Chief Dale Kamrath at 541-517-9867 or dkamrath@tillamookfire.com

Please submit by Mail:
Tillamook Fire District
Attn: Administrative Assistant Recruitment
2310 4th street
Tillamook OR, 97141
OR

Email: dkamrath@tillamookfire.com

Submission deadline for first Review is January 17, 2026, 4:00 PM

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran's preference.

Tillamook Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

Employment Application

Tillamook Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position

Position Applying For	Available Start Date	Today's date
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Personal Information

Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				

Education

List any colleges, military, trade, business or other schools attended.

Do you have a high school diploma or GED Certificate? Yes ☐ No ☐

School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

Certificates & Licenses

List professional license, registration, or certificate required or preferred for position.

Type	Issuing Agency	Date Issued	Date Expires

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			

Duties

Employer (2)	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			

Duties

Employer (3)		Job Title		Dates Employed (from-to)	
Address		City	State		Zip
Supervisor Name		Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for leaving					
Duties					

Employer (4)		Job Title		Dates Employed (from-to)	
Address		City	State		Zip
Supervisor Name		Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for leaving					
Duties					

References

Name: _____ Title: _____
Company: _____ Relationship to you: _____
Phone: _____ Email: _____

Name: _____ Title: _____
Company: _____ Relationship to you: _____
Phone: _____ Email: _____

Name: _____ Title: _____
Company: _____ Relationship to you: _____
Phone: _____ Email: _____

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
- I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation
 - ☐ Yes
 - ☐ No Explanation: _____

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions.
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions.
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability.
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions.
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions.
- ☐ And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____



Tillamook Fire District

Administrative Assistant

GENERAL STATEMENT OF DUTIES

This individual performs a variety of administrative duties in support of the Fire District. This individual is responsible for multiple tasks including, but not limited to, records management, customer service, receptionist duties, and general office duties.

This staff member is expected to contribute to a positive work environment and keeps the organization's vision and values at the forefront of decision making.

SUPERVISION RECEIVED

This individual works under the general supervision of the Fire Chief, who assigns approved programs, goals, and general policies, and who evaluates effectiveness and conformance with identified District Policy and organizational goals.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this position. However, it may provide training and orientation to newly assigned personnel on district policies and practices.

EXAMPLES OF PRINCIPAL DUTIES & RESPONSIBILITIES

1. Coordinate and direct office services, such as general inquiries via phone, email or in person. Receive and fulfill public records requests, permit requests and other fire district administrative processes.
2. Receptionist duties, including faxing and copying tasks, answering telephone, sorting and distributing mail, greeting and assisting the public as needed.
3. Strong business writing skills, including the ability to professionally communicate content in written documentation that is easily understood. Edit correspondence and documents as needed and requested by other District staff.
4. Provide support for the District, with tasks and projects as needed.
5. Manage the District's Fire/EMS Records Management System.
6. Assist the Fire Chief with the preparation of the Budget document, publicize Board, Budget and other District meetings in a timely manner. File appropriate budget documents with the county and state as required.
7. Attend Board, Budget and other District meetings and record minutes. Responsible for posting notices and notifying the Public, Board of Directors, and Budget Committee of Public meetings as required by Public Meetings Law.
8. Prepare official documents as needed through drafting, editing and distributing meeting agenda packages and minutes for Board meetings, general correspondence , reports and presentations as needed.

9. Have a thorough knowledge of the Organization including Policies, Procedures, and Guidelines governing the operation of the District.
10. Maintain records for the district such as Personnel files, Payroll records, Financial records, Board minutes, Resolutions, and Ordinances.
11. Maintain and Reproduce District correspondence, Website and documents as needed.
12. Data Entry of District Records.
13. Maintain confidentiality about information learned on the job.
14. Ability to work independently or as a part of a team. Must maintain an effective working relationship with other employees, supervisors, outside contractors and the public.
15. Other duties deemed necessary by the Fire Chief.

RESIDENCY

The Administrative Assistant is encouraged to reside within the boundaries of the Tillamook Fire District.

MINIMUM SKILLS/EXPERIENCE

- At least one-year experience working in an office environment.
- Knowledge and skills related to managing an office and providing administrative support for the other staff members.
- Strong and effective listening, oral, and written communication skills.
- Must have the ability to organize, plan and prioritize work to complete within required time frames and to follow up on pending issues.
- The ability to effectively work with others and to function as a team member.
- Experience with a public agency, the rules governing budgeting, public meeting law, and Oregon employment law is desired.
- Proficient in typing, use of software programs such as Microsoft Office Word, Excel and Publisher.
- Basic accounting skills demonstrated by past work experience.
- CPR and Basic First Aid Required upon Hiring and Maintaining for Duration of Employment.

PREFERRED QUALIFICATIONS

- Experience working within a public safety environment.
- Two years of administrative or executive support, coordination or related experience.

WORKING CONDITIONS

Environmental Conditions: All work is in an office environment.

Physical Conditions: Essential and secondary functions may require:

- Being able to walk, sit, or stand in one position for prolonged periods of time.
- Maintain a physical condition needed for light to moderate lifting of 20 pounds.
- Operating a motorized vehicle.

PAY CLASSIFICATION: This position is a Full-time-- 40-hour Work Week. Starting Salary Range is \$22.00 to \$28.00 per hour, depending on Qualifications and Experience.

EMPLOYMENT BENEFITS: This position is eligible for the following Paid Benefits.

- PERS-Public Employment Retirement
- Medical Insurance-Employee plus 1 dependent
- Dental Insurance
- Prescription
- Vision
- Life Insurance
- Long Term Disability
- HRA-Veba- as per Policy
- Vacation- as per Policy
- Paid Holidays- as per Policy
- Sick Leave- as per Policy

HOW TO APPLY

Applications are available on the District Website or may be picked up at the Tillamook Fire District Office, 2310 4th Street, Tillamook, OR. To be considered for this position, you must submit a **Completed Application** along with a Cover Letter, Resume, and at least (1) One Letter of Recommendation.

Notice of Equal Opportunity Employment

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran or disability status. We expect employees to be honest, trustworthy and operate with integrity. We support and obey laws that prohibit discrimination everywhere we do business.

These are a general statement of duties and do not reflect the full aspect of the Administrative Assistants' position.