



SKAMANIA EMERGENCY MEDICAL SERVICES & RESCUE

SKAMANIA COUNTY PUBLIC HOSPITAL DISTRICT

253 SW First Street • PO BOX 338 • Stevenson, Washington 98648

Office: 509-427-5065 Fax: 509-427-2767 Email: info@skamaniaems.com

NOTICE OF JOB POSTING

Administrative Assistant (temporary, part-time)

Skamania EMS & Rescue is seeking applicants to fill a temporary, part-time Administrative Assistant position for a period not to exceed two (2) years. This position reports directly to the Superintendent and provides a variety of clerical office duties related to administration of the agency.

Successful candidates will possess strong organizational, time management and customer service skills; be proficient in business math, the use of standard office equipment and software. Candidates must be able to work independently and complete tasks or projects in a timely manner, and work in a fast paced, rapidly changing environment subject to high stress situations.

This position will be utilized to address excess workload and may last for a period of two years. It will generally be scheduled to work one *to* one and one half days per week. This position may be subject to occasional evening or weekend hours, travel to facilities at which we post in Skamania County, and additional workdays to cover prolonged staff absences.

Salary Range: \$16.59 - \$22.24/per hour
Benefits: Sick Leave, Accident Insurance
Posting Closes: When filled.

Interested parties may submit an application with cover letter to Ann Lueders, Superintendent. Material may be submitted as follows:

Via Email

Send to: annlueders@skamaniaems.com

Via Postal Mail

Skamania EMS & Rescue
PO BOX 338
Stevenson, WA 98648

In Person

Skamania EMS & Rescue
253 SW First Street
Stevenson, WA 98648
Monday – Thursday
0730hrs-1600hrs

Application materials may be found at [here](#) or by visiting our website at www.skamaniaems.com