



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 OPPORTUNITY

Skamania EMS & Rescue is seeking persons interested in filling the following position with an anticipated start date on or before March 1, 2024.

ADMINISTRATIVE ASSISTANT (Full-Time)

The agency is filling one (1) full-time Administrative Assistant position. Under the direction of the Superintendent, individuals in this position will be responsible for performing a variety of financial, clerical office and confidential human resource duties related to the work of Skamania EMS & Rescue and their response partners. Work is performed with considerable independent judgement, requiring attention to detail and a strong grasp of administrative and financial functions and processes.

Successful candidates will possess strong organizational, time management and customer service skills; exhibit proficiency in business math, the use of standard office equipment and software programs utilized by the agency. Candidates must demonstrate the ability to work independently in a high stress, rapidly changing environment subject to emergency situations.

Salary Range: \$44,200 - \$77,601

Schedule: This position is scheduled 40/hours per week and will require scheduled monthly hours to attend evening meetings. It will require travel to various assigned stations throughout Skamania County.

Benefits: Skamania EMS & Rescue offers a competitive benefit package to include paid leave, Medical/Dental/Vision insurance, Life/LTD insurance, accident insurance (optional) and matching deferred compensation (optional). This position is subject to participation in the Public Employees Retirement System (PERS).

HOW TO APPLY

Applications may be submitted to the Hiring Committee as follows:

via Email

send to: [hiring@skamaniaems.com](mailto: hiring@skamaniaems.com)

In person or via postal mail

Skamania EMS & Rescue
253 SW First Street / PO BOX 338
Stevenson, WA 98648

POSTING CLOSSES

First review of applications will occur on February 1, with an initial closing date scheduled for February 8, 2024 at 2:00pm. Skamania EMS & Rescue reserves the right to extend or modify this posting.