



## LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street

Lowell, Oregon 97452

541-937-3393

<https://www.lowellorfire.gov>

### LOWELL RURAL FIRE PROTECTION DISTRICT

#### ADMINISTRATIVE ASSISTANT

#### Part-Time Position – 12 Hours per Week

The **Lowell Rural Fire Protection District** is seeking a detail-oriented, dependable **Administrative Assistant** to support daily district operations and provide essential administrative services to our staff and community.

#### Schedule:

- Part-time, **12 hours per week**
- **Monday, Wednesday, and Friday**
- **4-hour shifts** (specific daily hours to be set upon hiring)

#### Position Overview:

The Administrative Assistant performs a wide range of clerical and administrative functions to ensure efficient operation of the district. This position interacts with the public, supports district leadership, assists with recordkeeping, and contributes to smooth office workflow. The ideal candidate will be organized, professional, and able to work independently in a small office environment.

#### Key Responsibilities:

- Provide front-desk reception and customer service to the public, vendors, and district personnel
- Manage incoming calls, emails, and correspondence
- Maintain district records, files, and document systems
- Assist with scheduling, meeting preparation, and minute-taking as needed
- Support financial and administrative processes such as invoicing, data entry, and tracking reports
- Prepare and format documents, forms, letters, and informational materials
- Handle general office tasks such as ordering supplies and maintaining workspace organization
- Perform other duties as assigned to support district operations

**PROUDLY SERVING THE CITIZENS OF THE LOWELL FIRE DISTRICT**



## LOWELL RURAL FIRE PROTECTION DISTRICT

389 N. Pioneer Street

Lowell, Oregon 97452

541-937-3393

<https://www.lowellorfire.gov>

### **Qualifications:**

- Previous administrative or office support experience preferred
- Strong organizational and multitasking skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, QuickBooks)
- Excellent written and verbal communication skills
- Ability to work independently and maintain confidentiality
- Friendly, professional demeanor and strong customer-service orientation

### **Compensation:**

- Hourly rate based on experience and district guidelines
- Part-time, non-benefited position

### **How to Apply:**

Submit a résumé and brief cover letter to [chief2300@lowellorfire.gov](mailto:chief2300@lowellorfire.gov) or deliver in person to:

**Lowell Rural Fire Protection District**

**389 N. Pioneer St.**

**Lowell, OR 97452**

Start date July 1, 2026.

**PROUDLY SERVING THE CITIZENS OF THE LOWELL FIRE DISTRICT**

# JOB DESCRIPTION

**TITLE:** Part-time Administrative Assistant  
NON-EXEMPT

**REPORTS TO:** *Fire Chief*

**FUNCTION:** Provides administrative support to all divisions of the District, conducts District payroll, filing, creating, and updating forms. Areas of coverage include assisting the Fire Chief in administrative duties including preparation of Board Meetings, research on policies and procedures, and general bookkeeping necessary to maintain the financial records of the District.

Also responsible for duties outlined below as well as other duties as assigned.

## DUTIES AND RESPONSIBILITIES:

- Monthly Payroll Processing
- Maintain Payroll and Employee Records
- Assist in maintaining Financial Records for each fiscal year and prepare for annual audit.
- Assist in preparing Agenda and Meeting materials.
- Post Agenda and make proper notifications of meetings.
- Assist Administrative Director in preparing the budget and ensuring that all Budget Law requirements are met.
- Answer phone calls and greet the public, in a professional manner.
- Attend training and stay current with issues that affect the fire District.
- File Maintenance and Record Retention
- Prepare monthly, quarterly, and annual payroll reports
- Workers Compensation Reporting

## SKILLS:

- Experience with Payroll
- Strong knowledge of computers in a Windows environment
- Excellent oral and written communication skills
- Ability to handle the demands of various personality types
- Maintain a strong professional and positive demeanor
- Excellent typing skills
- Proven accuracy and attention to detail
- Understanding of financial bookkeeping

## QUALIFICATIONS:

- Two years experience in an office environment, preferably with knowledge of QuickBooks and payroll principles
- Competent in Microsoft Office
- Business Grammar & Writing

## REQUIREMENTS:

- Valid Oregon Drivers' License
- High School Diploma or GED Equivalent
- Ability to Pass a Criminal Background Check

#### PHYSICAL DEMANDS:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to lift up to 20 pounds at times.
- Engaging in repetitive movements of wrists, hands, and fingers – typing and/or writing.
- Working frequently at close visual range (i.e. preparing and analyzing data and figures, transcription, computer terminal, extensive reading).

A public address system is used in the Fire Station and this position requires the ability to work with the noise levels associated with fire/rescue services. While the noise level is higher than typical of most office environments, hearing protection is not required. Work involves multiple tasks that change frequently, but policies and procedures exist to define direction. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.