



**EMPLOYMENT OPPORTUNITY**  
**ADMINISTRATIVE SUPPORT SPECIALIST**  
**TRAINING DIVISION**

**Position Details**

**Position:** Administrative Support Specialist (Training Division)

**FLSA Status:** Non-Exempt, 40-hr work week.

**COVID-19 Vaccination Status:** Currently, this position is exempt from vaccination requirements. This may change based on evolving regulations. Vaccination against COVID-19 may become a bona fide condition of employment.

**Salary:**

The 2021 salary for this position ranges between \$3372.29 and \$4794.16.

KVFR provides a generous benefit package including:

*Medical, Dental, Vision, Basic Life, Deferred Comp, Washington State PERS Retirement, Sick Leave, Holiday and Vacation time.*

**Opens:** October 1, 2021

**Closes:** 4:00 PM, October 15, 2021

**To Apply:**

Submit all required documents to Shannon Hill, HR Manager, no later than 4:00 PM, October 15, 2021.

Late applications will not be accepted.

Kittitas Valley Fire & Rescue  
400 E. Mountain View  
Ellensburg, WA 98926  
509/933-7231

Kittitas Valley Fire & Rescue (KVFR) is accepting applications for an Administrative Support Specialist.

**District Profile:**

Kittitas Valley Fire & Rescue (KVFR) provides emergency medical and fire services to the citizens of Ellensburg, Kittitas and Kittitas County Fire District 2. Our team consists of 45 career staff and over 70 volunteer personnel, serving a population of approximately 30,000 people in Kittitas County.

KVFR is looking for a dynamic and qualified professional to join the Training Division as the Training Support Specialist. The Training Division is responsible for the coordination and delivery of training to KVFR personnel. This position reports to the Training Captain and performs a wide range of duties within the Training Division. This is an exciting opportunity to work in an environment where you will contribute to KVFR's continued growth and success in public service to the citizens and community of Kittitas Valley. This position also works with other members of the administrative team and can be detailed to projects outside the training division.

**Education/Experience**

- High School diploma or GED equivalent supplemented by college level course work in business administration or related field.
- Administrative support experience.

**Desirable Qualifications:**

- Proficiency using MS Office applications.
- Knowledge and experience in the application and operation of software programs that go beyond basic work processing.
- Comfortable with emerging technology.
- Experience in business letter writing, email communication and report preparation.
- Advance principles/procedures of record keeping and filing to include both hard copy and electronic.
- Customer service and experience working as a team member.

## APPLICATION, SCREENING, AND TESTING PROCESS

### **How to Apply:**

Qualified candidates may request an application packet by the following means:

- By completing and printing the form-fillable application found on our website at [www.kvfr.org](http://www.kvfr.org)
- By requesting an application via email to [hills@kvfr.org](mailto:hills@kvfr.org)
- By requesting an application in person at 400 E. Mountain View, Ellensburg, WA

### **Screening & Resume Review:**

All applications are screened to determine whether they meet minimum qualifications and requirements.

**A resume is required. Applications are part of the testing process; be sure to fill out the application carefully and thoroughly.** A resume is **not** a substitute for the completed applications.

Completed applications must be received no later than 4:00pm hours on October 15, 2021, at KVFR Headquarters Station 2-9, **400 E. Mountain View, Ellensburg, WA 98926**. Applications must be mailed or delivered in person. **Applications by electronic means (email or fax) will not be accepted.**

## **REQUIRED APPLICATION PACKET CHECKLIST**

- **Cover letter with original signature.**
- **Resume.**
- **Completed KVFR employment application with original signature.**
- **Copy of current driver's license and driving record for the past three years.**
- **Copy of High School Diploma, Equivalent GED or College Transcript.**

Failure to follow any of these directions will result in candidate disqualification.

### **Testing Process:**

- Oral Interviews & Assessment Center: October 26 & 27, 2021
- Chief's Interviews: October 28 & 29, 2021
- Start Date: November 15, 2021