



Newberg Fire Department  
414 E. Second Street  
Newberg, OR. 97132-3006  
nfd@newbergoregon.gov

503-537-1230  
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POST UNTIL June 2, 2014



**NEWBERG FIRE DEPARTMENT  
INVITES APPLICATIONS FOR**

**Part-time (24 hours/week) Office Assistant  
\$13.92 per hour plus pro-rated vacation, sick leave, and holiday accruals**

**THE POSITION**

This position performs a variety of clerical and general office assistant work. This position is a 24 hour per week position and is eligible to receive pro-rated vacation, sick leave, and holiday accrual benefits.

Work schedule: Friday, 8am to 5pm: other hours to be discussed and determined.

**MINIMUM QUALIFICATIONS**

The applicant must:

- Possess a high school diploma or GED equivalency.
- Possess a valid Oregon Drivers License.
- Have worked in an office for at least two years (possess good office skills) and/or equivalent education.
- Be able to speak, read, and write in English.
- Be able to provide excellent customer service to the public, as well as to staff.
- Be able to take direction, comply with policy and instructions, and work independently without close supervision.
- Be able to multi-task and use common sense in a fast-paced environment.

**SELECTION PROCESS**

Formal application rating on education, training and experience; oral interview and reference check; and job related tests may be required. A successful criminal background check is required. A national fingerprint-based record check, depending upon necessity for facilities access may be required as a condition of employment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Applications** are available from:

City of Newberg Fire Department  
Online Application at: <https://www.newbergoregon.gov/jobs>  
414 E 2<sup>nd</sup> Street, Newberg, OR. 97132

**Closing Date: Monday, June 2, 2014**

**An application is required** and must be received in the **Newberg Human Resources Department** no later than this date and time.

***The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace***

Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

Moreover, the City conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.