



**City of Newport
Administrative Assistant
Newport Fire Department**

The City of Newport Oregon is seeking a reliable, experienced and seasoned professional for the Newport Fire Department. Full-time/regular/non-represented - Salary Range 6: \$2,601-\$3,424/month. Excellent Benefit Package.

The position is responsible for supporting the Fire Chief and Fire Department Staff, including the Assistant Fire Chief/Fire Marshal and the Training Officer, handling sensitive issues in a confidential and professional manner. The applicant should be a positive, high energy, and highly ethical team player.

Position requires excellent interpersonal and customer service skills; ability to perform multiple tasks, to learn quickly and work with minimal supervision. Position requires dealing with sensitive materials in a confidential manner. Minimum qualifications include higher education coursework or vocational training in business or administrative principals, general municipal services and operations, business English, word processing and spreadsheet applications; and two years of previous customer service experience; or equivalent. Knowledge and experience in office administration and practices desirable.

Applications can be downloaded from the city's website at www.newportoregon.gov or picked up in person at City Hall, 169 SW Coast Hwy, Newport OR. Applications can be submitted to the City Manager's Office before 5:00 PM on July 9, 2012. EOE.