



**Now Accepting Applications for  
the following position:**

## **Administrative Assistant**

(Public Safety Support Specialist)

*Featuring a Competitive Salary and Excellent Benefits Package*



**Applications Due: December 9th, 2022**



## Job Description

The North Mason Regional Fire Authority is currently accepting applications for the position of Public Safety Support Specialist (PSSS). The Authority's PSSS provides the Authority with skilled and professional administrative assistance, serving as a critical part of the Authority's management team. A positive attitude and desire to support team efforts are essential.

Duties include receiving incoming telephone calls for employees and the public; respond to and answer questions and requests within the realm of authority; provide independent administrative support: arrange meetings and coordinate schedules; work as a team, prepare confidential correspondence, comprehensive reports, surveys, and memorandums, and provide accurate meeting minutes.

The Authority's Public Safety Support Specialist is critical in helping the Authority to meet its mission to Safeguard North Mason Communities.

## Important Dates

**Opening Date:** November 21, 2022

**Closing Date:** December 9, 2022

**Interviews:** To be scheduled

**Start Date:** JJanuary 3, 2023

## Entry Level Requirements

- Valid WA State driver's license at time of hire
- Meet eligibility requirements for Authority bonding and insurance
- Proficiency in skills noted in Authority job description

## Desired Qualifications

- Associate's Degree with emphasis in accounting, business, social, behavioral or fire science or related field.
- Two years of experience in a responsible, independent administrative support position or any combination of education and experience.



**North Mason  
Fire**  
P.O. Box 277 - NE 460 Old Belfair Hwy - Belfair, WA 98528

# Salary & Benefits

- **2023 Monthly Salary (depending on qualifications):** \$3,570—\$3,967
- **Education Salary Incentive:** 3% for AA Degree; 5% for BA Degree
- No Social Security participation
- Deferred Compensation Program with Authority Contribution
- 10 recognized holidays
- Annual \$2,500 college educational tuition and book allowance
- 100% employer paid Medical, Dental and Vision for family and spouse
- \$2,500 to \$5,500 annual Health Retirement Account (HRA) contribution
- Authority paid Life Insurance
- WA State PERS Retirement Plan participation
- 108 to 264 hours annual vacation accrual
- 8 hours monthly sick accrual

## To Apply:

Completion of an Authority Employment Application is required for all applicants. All applicants are encouraged to also submit a cover letter and resume.

To obtain a complete employment packet visit the Authority's website at [www.northmasonrfa.com](http://www.northmasonrfa.com).

Please submit your application with all required materials to NMRFA Headquarters Station 21 located at 490 NE Old Belfair Hwy, Belfair WA, or by mail to the address below:

### North Mason Regional Fire Authority

Attn: Angie McCormick  
PO Box 277  
Belfair, WA 98528-0277

Completed application packets are due no later than 5:00 p.m. on Friday, December 9th 2022. Please contact Executive Assistant Angie McCormick at [amccormick@northmasonrfa.com](mailto:amccormick@northmasonrfa.com) or 360- 275-6711 Ext. 230 with any questions regarding the application process.



*The North Mason Regional Fire Authority is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability status or any other basis prohibited by federal, state or local law.*

*The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.*

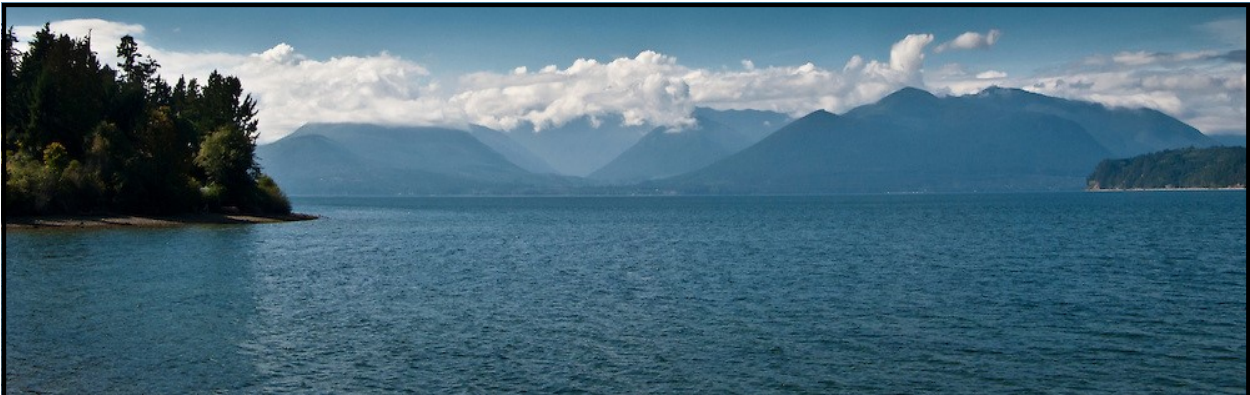
## About Us

The North Mason Regional Fire Authority serves Belfair and surrounding communities in North Mason County. The Authority covers 136 square miles and serves a population of 28,000 people. This population nearly doubles in the summertime recreation season.



The Authority employs four Captains, four Lieutenants and twelve firefighters, including six who maintain Paramedic Certification. Two fire stations within the Authority are staffed full time in Belfair and Collins Lake and one station is staffed during daytime hours in Tahuya. The Authority also has several special operations divisions, including an all-terrain vehicle rescue program, hazmat response and wildland fire response and will respond to nearly 3,000 requests for emergency assistance in 2022.

Shift personnel are represented by IAFF Local 3876. The Authority is well positioned financially and politically, and it values its role as a respected service within the community.



## North Mason County

North Mason County is a picturesque community that surrounds the south end of the Hood Canal. It serves as a delightful bedroom community for nearby Bremerton and Tacoma. Surrounded by breathtaking mountains, the area is heavily forested and dotted with numerous lakes, providing limitless outdoor recreational opportunities. North Mason has an award winning school district and library, and is home to the state's largest off-road vehicle park, located in the Tahuya State Forest. Several infrastructure projects currently underway within the Authority are driving an unprecedented level of community growth.



# North Mason Regional Fire Authority

P.O. Box 277 / 490 NE Old Belfair Hwy Belfair, WA  
98528 360-275-6711 phone / 360-275-6224 fax

Applicants may be contacted for interviews and assessments following the review of a completed application. If you are selected for the assessment process and need special accommodations due to impairment or disability, or have any questions regarding the application process, please contact Executive Assistant Angie McCormick at 360-275-6711 ext. 230 or by email at [amccormick@northmasonrfa.com](mailto:amccormick@northmasonrfa.com).

## Employment Application

Select the job position that you are applying for:

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*Last First M.I.*

Residence Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code How long at this address?*

Mailing address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *City State ZIP Code*

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_

Do you have, or can you obtain a Washington state driver's license? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: \_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ Highest grade level achieved?: \_\_\_\_\_

YES NO

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Course of Study: \_\_\_\_\_

YES NO

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Course of Study: \_\_\_\_\_

YES NO

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? \_\_\_\_\_ Degree: \_\_\_\_\_

**List below valid licenses or certificates of professional or vocational competence relevant to the employment position for which you are applying.**

License/Certificate : License/Certificate Number: Expiration Date:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**REFERENCES**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

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Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

YES NO

May we contact your previous supervisor for a reference?

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Additional, relevant employment may be attached.

**MILITARY SERVICE**

Branch: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

If other than honorable, please explain: \_\_\_\_\_

How did you hear about this Employment opportunity? (Please provide specific name of media whenever possible.)

Word of Mouth: \_\_\_\_\_  
Advertisement in: \_\_\_\_\_  
Website: \_\_\_\_\_  
Other: \_\_\_\_\_

**NOTICES**

The North Mason Regional Fire Authority (NMRFA) is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. NMRFA will reasonably accommodate candidates with disabilities as required by law.

NMRFA is a smoke and drug free work place. You will be required to complete a drug test prior to employment.

**CANDIDATE AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

I certify that I am not engaged in any outside activity or business that could be considered a conflict of interest with the NMRFA or those of its clients, nor will I become engaged in such activity or business if hired.

I, the undersigned applicant for employment with the NMRFA, in consideration of the review of my employment application, do authorize the NMRFA to solicit information regarding my character, general reputation, previous employment and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities and damages for any reason arising out of furnishing such information. If employed, I release the NMRFA from any liability for future references it may provide regarding my employment with the NMRFA. Pursuant to RCW 43.43.834, background checks are available to the applicant upon request. It is my intention that any copy of this authorization be as effective as the original.

\_\_\_\_\_  
Applicant - Please Print Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**DRIVING RECORD**

Name: \_\_\_\_\_  
Please Print Last First MI

Driver license number (s) \_\_\_\_\_  
License Number State

List all notices of infractions or traffic citations (other than parking tickets), which you have received in the past 5 years.

<u>State</u>	<u>Month/Year</u>	<u>Type of Infraction</u>

Infractions or citations will not necessarily remove you from consideration. The NMRFA will however, consider your driving record when making employment decisions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER & SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal of employment. I have read the job descriptions and I can perform the essential functions of the job for which I am applying, with or without reasonable accommodation. I understand that acceptance of an offer of employment does not create a contractual obligation upon the NMRFA to continue to retain me in the future. For determination of my potential employment eligibility, I hereby authorize release of educational, police, criminal and employment information pertinent to the position for which I am applying. I further authorize the NMRFA to rely upon and use, as it sees fit, any of the information received.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed Applications can be sent via email, fax, mail or hand delivered to Executive Assistant Angie McCormick  
PO Box 277, Belfair, WA 98528  
Fax: 360-275-6224  
Email: [amccormick@northmasonrfa.com](mailto:amccormick@northmasonrfa.com)  
Office hours: Monday through Friday 9:00 a.m. - 5:00 p.m.

# Job Description- Public Safety Support Specialist

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**CATEGORY:** Personnel  
**NUMBER:** Pers-45  
**EFFECTIVE:** July 2016  
**REVISED:** December 2021

## **REFERENCE**

N/A

## **PURPOSE**

The purpose of this policy is to define the Authority's work expectation and description for the classification of Public Safety Support Specialist.

## **DEFINITION AND MAJOR FUNCTION**

This is a full-time, non-exempt, non-supervisory position reporting to, and at the direction of the Fire Chief. The individual in this position will serve as a member of the Authority's management team and will provide support for all of the Authority's Public Safety operations. Individuals assigned to this position are expected to: show professional conduct, be attentive to detail, demonstrate a high degree of accuracy, handle work flow consistently and efficiently, meet deadlines, follow through, keep work organized and easily accessible, think independently and problem solve, work with employees at all levels of the organization, be discrete and confidential in handling job responsibilities.

This position is unique in that it performs complex administrative assistance and support duties, in addition to assisting the Authority with volunteer member coordination.

Employees assigned to this position will be on a one-year probationary period. Once training is complete, work will be reviewed periodically to ensure job responsibilities are being met.

## **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. The employee occupying this position may be required to perform other reasonable duties and tasks as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Core Administrative Support Duties**

- Provide independent administrative support: arrange meetings and coordinate schedules; prepare confidential correspondence, comprehensive reports, surveys, and memorandums; attend meetings and provide accurate meeting minutes. Responsible for compiling, summarizing, and reporting findings which may include providing recommendations. May

assist with miscellaneous desktop publishing and computer-generated audio/visual production. Provide primary administrative support for an assigned division.

- Receive incoming telephone calls for employees and the public using professional and courteous phone etiquette and with sensitivity to the diversity of a multi-cultural community. Respond to and answer questions and requests within the realm of authority and forward calls to appropriate personnel.
- Maintain organized, accurate, complete and easily accessible paper and electronic records and filing systems, including confidential documents. Ensure that the integrity of the information is maintained.
- Participate in the Strategic Planning process, establishing and tracking annual goals and objectives.
- Provide administrative and support assistance for the Authority's Resource Access Program (RAP) and emergency prevention activities.
- Prepare and distribute internal and external communications and messaging to include the press releases, social media.
- Oversee and coordinate the Authority's medical transport billing program in collaboration with the Authority's contracted medical transport billing agency.
- Assist with reporting and auditing requirements associated with medical transport billing and other areas of assignment.
- Provide administrative support and coordination for community training classes and prevention activities (CPR, Disaster Prep, Safety Days, auto dialers, etc.).
- Supply and maintain inventory of all fire and emergency prevention materials.
- Serve as the Fire Authority's Car Safety Seat Technician.
- Assist with the scheduling and coordination of Authority commercial fire inspections.
- Assist the Authority's Public Records Officer with the accurate and timely distribution of public records.
- Monitor budget use in areas of assignment.
- Serve as liaison to internal and external stakeholders.
- As directed by staffing needs, serve as backup support to various administrative positions.
- On a regular basis, exercise administrative judgment and assume responsibility for decisions, consequences and results having an impact on individuals, the organization and the quality of service within the assigned area. Responsible for keeping the supervisor informed of any issues that may have an adverse impact on the Authority, so that undue escalations can be avoided, and proactive solutions considered.
- Know and interpret the formal and informal Authority goals, standards, policies and procedures, safety rules for the area of assignment.
- Welcome guests and customers in person and over the telephone.
- Apply mathematical and accounting skills as required.
- In the event of a large-scale emergency or disaster, the employee may be required to report to work.
- May be required to work outside of job description during times of disaster.
- May be required to work some evenings and/or weekends.
- Miscellaneous other administrative duties as assigned.

## **VOLUNTEER COORDINATION AND OTHER DUTIES AND RESPONSIBILITIES**

### **Volunteer Member Coordination**

- Under the direction of the Assistant Fire Chief, manage and coordinate the Authority's Volunteer Recruitment and Retention program, working within the guidance of the Authority's operational objectives, current and revised strategic planning goals and the requirements committed to in any applicable SAFER grant.
- Assist in developing, leading, and implementing comprehensive effective programs that will attract and retain qualified volunteers to the Authority.
- Serve as the primary contact for individuals interested in serving as a volunteer.
- Assist the Volunteer Captains in developing and maintaining an effective volunteer program.
- Function at both strategic and tactical levels, working in conjunction with Authority personnel to analyze data/issues, forecast needs, draw conclusions, and identify potential solutions, project consequences of proposed actions and effectively implement recommendations.
- Assist with project teams and coordinate complex programs, utilizing highly developed project management, written/verbal communication, and presentation skills.
- Establish and maintain effective internal and external working relationships.
- Attend meetings of elected officials when assigned and provide reports with the concurrence of the Assistant Chief.
- Administer and implement the provisions authorized by any applicable SAFER grant award.

### **Project and Program Assistance**

- Provide administrative support for the training and evaluation of Authority members.
- Assist with the planning and organization of assigned Authority activities/functions to assure maximum efficiency and effectiveness. Resolve problems, exchange information and provide expertise. Provide special analysis and reports to the Fire Chief and the Board of Commissioners as required.
- Provide administrative support for the developing long and short-range plans, goals and objectives for all areas; support the assessment of progress and performance in achieving established goals.
- Per the chain of command, provide assistance with disseminating all communications to appropriate personnel regarding directives, general orders, special orders, policies and standard operating procedures.
- Prepare, review and maintain reports, logs and records related to assigned function(s) to assure regulatory and procedural compliance, evaluate methods and procedures and mitigate risk to the Authority. Assist the Authority's management with assuring proper maintenance and reliability of associated equipment, apparatus, buildings and other facilities.
- Assist with the preparation and administration of the Authority's budget for assigned areas; control expenditures within the budget appropriation and prepare related reports as required; continuously plan and act to reduce costs and increase effectiveness.

- Prepare grant requests as necessary.
- As necessary, coordinate activities with appropriate city, county, state and other outside agencies. Maintain excellent public relations by using appropriate judgment and communicating courteously with citizens while fostering a positive public image for the Authority.
- Attend industry conferences, conventions, seminars, classes, courses and related meetings. Recommend changes and/or new ideas; develop and assist with continuous improvement efforts of the Authority, assist with implementing new programs, policies and procedures that are focused on quality and productivity improvements.
- Attend and/or arrange for various related meetings. May be required to work weekends or holidays for the purpose of attending meetings, drills, or special events.
- Ensure all work is performed and all decisions and actions are, including communication in all its forms, are in accordance with Authority policies, guidelines, and standards of professionalism.
- Other duties as assigned by the Fire Chief and/or his designee.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty thoroughly and acceptably. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements. Individuals must satisfactorily complete a criminal history background check. The requirements listed in this job description are representative of the knowledge, skills and/or abilities required. The employee will strive at all times to excel in the following competencies necessary to accomplish the core and division duties listed:

**Knowledge.** Must be proficient in:

- Modern office systems and technology including personal computers and related software (at a minimum MS Word, Excel, Outlook, Publisher, FrontPage and similar programs) and common office equipment.
- Standard office equipment (i.e. photocopier, 10-key machine, typewriter, dictation equipment, facsimile machine and electronic postage machine).
- Office administration and bookkeeping procedures.
- Business letter writing, email communications and report preparation.
- Advanced principles and procedures of record keeping and filing to include both hard copy and electronic.
- Customer service and team building techniques.

**Skills and Abilities.** Must demonstrate the following skills and abilities:

- Ability to read, write, speak and communicate using the English language.
- Ability to maintain a high level of accuracy and confidentiality concerning financial and personnel matters. Ability to effectively handle confidential, difficult and sensitive issues by using tact, diplomacy and an understanding of the organizational culture, climate and/or politics.

- Knowledge of basic fire service and EMS terminology and operational procedures.
- Knowledge of techniques and programs that will successfully contribute to the recruitment and retention of Authority volunteers.
- Ability to deal harmoniously with people in promoting community and Authority interactions.
- Excellent interpersonal skills including the ability to build and maintain effective team relationships with employees, public officials and the public. Consistently respect the individual values of all Authority employees/members and members of the community. Effectively communicate, build rapport and relate well with diverse populations.
- Ability to anticipate, analyze, diagnose and problem solve.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Attention to detail.
- Very effective organizational skills.
- Proficient skill and ability to read, comprehend, analyze, balance and reconcile accounting and payroll records and to prepare accurate and clear accounting records, worksheets, charts, and reports.
- Proficient skill and ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals, and to compute percentage rates and other calculations as applied to basic payroll and accounting functions.
- Ability to accurately type 50 words per minute or at an acceptable level of proficiency as required by the position.
- Demonstrate self-control and an ability to manage time, multiple projects and priorities and changing priorities with minimal supervision. Ability to work under stressful conditions with various personality types and expectations.
- Ability to emphasize the concept of customer service in all aspects of interacting with the community by anticipating and meeting customer needs, wants, and expectations whenever possible.
- Demonstrate good decision-making skills.

**Personal Attributes.** Must demonstrate the following personal attributes:

- Be honest and trustworthy.
- Be respectful, professional and courteous.
- Possess cultural awareness and sensitivity.
- Be flexible.
- Possess sound work ethics.

**Education and/or Experience.**

- A High School Diploma or General Education Degree (GED) equivalent.
- A two-year degree in accounting, business, social, behavioral or fire science or related field.
- Two (2) years of experience in a responsible, independent administrative support position, or any combination of education and experience, which demonstrates competency to perform the duties outlined in this job description.

**Physical Demands.** The physical demands described are representative of those that must be met to successfully perform the essential functions of this position:

- Regularly required to sit for long periods of time, use hands and fingers to handle or feel objects, tools or controls, reach with hands and arms, ability to speak and hear, and frequently required to stand, walk, stoop and kneel.
- Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

### **Certificates, Licenses, Registrations, Other.**

- Upon employment, and while employed, must hold and continuously maintain, a valid Washington State driver's license.
- Must be insurable under the Authority's existing vehicle and umbrella liability insurance carrier and Washington State law.
- Obtain and maintain National Child Passenger Safety Technician certification.

### **Work Environment.**

- Work is normally performed indoors in an office environment.
- Emotionally demanding, stressful environment.
- The noise level is usually quiet.

***The examples of duties and working conditions are intended only as illustrations of the various types of work performed. Omission of specific statements of duties and/or working conditions does not exclude them from the position if the work is similar, related or a logical assignment to the position.***