

QUILCENE FIRE RESCUE

DISTRICT SECRETARY / ADMINISTRATIVE ASSISTANT III

30 Hours Per Week (3/4 Time) • \$36.73 - \$47.74 Per Hour • Full Benefits

Serve Your Community Behind the Scenes



Jefferson County Fire Protection District No. 2 • Quilcene Fire Rescue is seeking a skilled, organized, and motivated professional to serve as District Secretary / Administrative Assistant III

Reporting directly to the Fire Chief, this position manages the administrative, financial, governance, and reporting functions that support the effective operation of the District and the Board of Fire Commissioners.

Experience in public-sector administration, financial reporting, payroll, and records management is highly desirable. Familiarity with Springbrook Express and ESO RMS preferred.

Key Responsibilities

- Manage payroll, financial administration, ambulance billing, personnel administration, Board support, and office operations.
- Assist the Fire Chief with budget preparation, annual reporting, and financial administration.
- Serve as the District's primary financial liaison with governmental agencies and prepare required reports and compliance filings.
- Maintain District records, public records requests, and Board of Fire Commissioners documentation.



Why Work for Quilcene Fire Rescue?

- ✓ Meaningful work supporting emergency services
- ✓ Professional and collaborative work environment
- ✓ Opportunity to play a key role in the success of our district

Required Qualifications

- Bachelor's degree or a minimum of four (4) years of relevant professional experience in a similar administrative, financial, or governmental role.
- Valid Washington State driver's license.
- Ability to pass a criminal background check and driving record review.
- Strong organizational, communication, and computer skills, including proficiency with Microsoft Office productivity software.
- Demonstrated ability to maintain confidentiality, manage competing priorities, and work independently.

Preferred Qualifications

- Governmental accounting, budgeting, payroll, or public-sector finance experience.
- Experience preparing financial or regulatory reports.
- Experience with Springbrook Express, ESO RMS, public records requirements, and HIPAA compliance.

Applications received by September 13, 2026, will receive first consideration. Position open until filled.

Interested applicants must submit a completed **employment application**, **cover letter**, and **resume** to Quilcene Fire Rescue
Attn: District Secretary by email: districtsecretary@qfr2.org or by mail: PO Box 433, Quilcene, WA 98376
Applications are available at: www.quilcenefirerescue.org • Questions? Call 360-765-3333

Quilcene Fire Rescue is an Equal Opportunity Employer