



# TURNER FIRE DISTRICT

7605 3<sup>rd</sup> Street SE  
Turner, OR 97392  
Phone: (503) 743-2190  
FAX: (503) 743-3604  
[www.turnerfire.com](http://www.turnerfire.com)

## Job Announcement

**Position:** Office Specialist

**Opening Date:** September 14th, 2022

**Closing Date:** October 14th, 2022 by 5:00 pm

**Wage:** \$15.50/hr

**Position information:** This position will normally work 20-25 hours per week. Scheduled hours may be based on the needs of the District. We anticipate the schedule to be within the hours of 8 am- 5pm, Monday through Friday. The Office Specialist will work directly with the public and administrative staff.

See job description for further details.

Completed application packet should include resume, application form and six references.

Please submit application packet electronically [to karah@turnerfire.com](mailto:to_karah@turnerfire.com)

OR

Hand-delivered or by mail to:

Turner Fire District  
Attn: Office Manager  
7605 3rd Street SE  
Turner, OR 97392



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September 14, 2022

**Thank you for your interest in learning more about the Turner Fire District.**

We are a small, professional, combination fire district interested in expanding our work force. We receive approximately 1500 calls for service and protect a population of approximately 10,000 people. Most importantly, we offer the opportunity to be part of the Turner Fire District team.

If you are looking for a vacation station, this is not it. We are an organization who is actively involved in our community. We are looking for a high quality and hardworking office specialist who is looking to join a dedicated team, working in a small-town community.

If you believe you are a good fit for our organization, please see our website [turnerfire.com](http://turnerfire.com) and look under the links page for the application packet. You may also reach out to our Office Manager Kara Howden at [karah@turnerfire.com](mailto:karah@turnerfire.com).

If you are interested in learning more about the Turner Fire District, I would be happy to meet with you, answer questions, and provide a tour of our facilities. Contact the Business Office at (503) 743-2190 to set up an appointment. This is not a requirement of the application process.

Candidates selected to participate in the process will be notified by phone by a member of the district staff. Please be sure to include a reliable phone number and /or message phone that includes voicemail to ensure the district can contact you easily.

Thank you for your interest in working with the volunteers and staff at the Turner Fire District. I look forward to the prospect of meeting you in the coming weeks.


Sincerely,

Jordan Donat  
Fire Chief

**Enclosure(s):** Application, Job Description Office Specialist, TFD Mission, Values and Principles, Reference forms.

Turner Fire District  
Job Description and Responsibilities  
Office Specialist

Approved by Fire Chief: \_\_\_\_\_

  
\_\_\_\_\_

Effective date: \_\_\_\_\_

9/9/2022

### **GENERAL STATEMENT OF DUTIES**

Performs a variety of general office and clerical tasks in support of various divisions of the district. Provides staff support to the Fire Chief and Division Chief, Fire Marshal, Captain and the Office Manager. Enters data and maintains files and records both in hard copy and electronic media; composes and provides correspondence and reports, answers telephones, and greets public. Sorts and distributes incoming and outgoing mail. Performs other duties related to this position as assigned.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Office Manager, who assigns non-routine tasks and checks work through the observation of work methods and the review of reports and correspondence.

### **SUPERVISION EXERCISED**

Supervision of other employees is not a responsibility of positions in the classification; may apply lead direction to temporary or contract support.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Receives public inquiries on behalf of the district, responding to questions on district programs and operations; operates multi-line telephone console and routes calls to appropriate staff or takes messages; operates facsimile machine, copier, calculator, computer, and other business machines as necessary.
2. Provides clerical assistance to the Administrative Division of the Fire District by performing data entry, preparing and mailing appropriate billings and payments, responding to queries by the public and other staff and filing appropriate forms.
3. Prepares and distributes incoming and outgoing mail; maintains the district's postage meter account and machine by ordering postage and requesting service when necessary.
4. Assists in preparation of Board Meeting packets as needed.

5. Receives payment in person and over the phone from the public. Data entry and documentation for record keeping.
6. Places calls to vendors, service companies, and repair shops on behalf of the district; sets appointments.
7. Purchases and maintains office supplies
8. Maintains the District meeting and training room schedules; receives rental fees and issues receipts, answers questions regarding the district's room rental policies.
9. Maintains District database of personnel and volunteer contact information.
10. Maintains printer/copier supplies and makes service calls

### **AUXILLARY FUNCTIONS**

The omission of specific statements of duties does not exclude them from the position if the work is similar, related to, or a logical assignment of the position.

### **JOB QUALIFICATIONS**

Employees in this position must demonstrate excellent customer service skills. General ability to perform detailed work involving written or numerical data; considerable knowledge of basic computer operations and standard software, word processing and spreadsheet programs; ability to comprehend and follow written and oral instructions of a complex nature; ability to establish and maintain hard files; ability to use tact and resourcefulness in public contact in explaining complex procedures and regulations; ability to maintain harmonious relationships and work cooperatively with other employees, agencies, and the public; ability to maintain excellent attendance at the workplace.

### **EDUCATIONAL AND SPECIAL REQUIREMENTS**

1. Graduation from high school or GED, preferably including or supplemented by courses in typing, data entry and/or programming, word processing, billing, general office procedures; AND
2. Experience in dealing with the general public; AND
3. Ability to type or keyboard at least 40 words per minute.
4. Microsoft Office experience

### **PREFERRED KNOWLEDGE/EXPERIENCE**

Work experience with the public. QuickBooks experience is not required but preferred.

### **PHYSICAL DEMANDS**

The physical demands of positions in this classification include sitting for long periods of time while performing data entry and other clerical tasks; bending and stooping from sitting and standing positions to perform filing and other functions; occasional light lifting and moving up to 20 pounds; using wrists, hands, and fingers to perform data entry tasks for long periods of time.

Specific vision abilities required by positions in this classification include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of positions in this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, employees regularly work near the reception area of the department administrative offices and are subject to frequent interruptions by the public in person or via telephone. Employees also regularly work with and near electronic and telephone equipment. The noise level of the work environment can vary from very mild to moderate.

# **Our Mission**

**“With cooperation,  
teamwork  
and the Public’s trust,  
the Turner Fire District  
will dutifully serve  
our community  
by protecting the citizens,  
the property,  
and the environment  
through fire suppression,  
fire prevention  
and emergency medical service.”**

--1999 TFD Volunteers

# **Our Vision**

**Turner Fire District  
will become  
an organization  
continually pursuing  
excellence,  
ensuring public health  
and safety  
through choices based on  
our stated values  
and principles.**



## Turner Fire District Values & Principles

### **Safety**

We value positive attitudes within an organization free from physical, emotional and mental threat—one where individuals, led by the example of others, are inspired to grow, explore, and experiment.

### **Integrity**

We value individual and organizational actions based on values, principles and goals.

### **Loyalty**

We value loyalty to our history, our mission, our community, and our co-workers, reflected in speech and action.

### **Non-Traditional Thinking**

We value a creative approach to problem solving.

### **Image**

We value a professional image that earns the public's support, trust and confidence.

### **Financial Integrity**

We value financial integrity directed at achieving organizational goals and the responsible stewardship of Turner Fire District resources.

### **Honesty**

We value determination to speak truth at all times, to openly admit mistakes and to freely acknowledge the strengths of others.

### **Respect**

We value respect for persons of all levels of experience, rank, social status, gender, religion, cultural background and/or affiliation.

### **Attitude**

We value a positive approach to people and problems—a willingness to share knowledge and to encourage others.

### **Communication**

We value ethical, open, effective and efficient communication between all persons.

### **Pro-Activity**

We value the investment of resources in anticipating and preparing for situations before they occur.

### **Vision**

We value a determination to view ourselves and the organization in terms of our potential—what we can be.

### **Relationships**

We value supportive relationships that are open, honest and embracing of all current and potential members of the Turner Fire District. We value a willingness to foster healthy relationships with allied agencies and associations.

### **Accountability**

We value an open and pleasant approach to letting others view our work, to accept credit and criticism, and to holding each other accountable for our actions regardless of rank, status or position.

### **Fitness**

We value an individual's determination to remain physically, mentally and emotionally ready for effective response to calls for assistance.

### **Education**

We value both the individual's and the organization's responsibility to pursue and support continuing education.

### **Hard Work**

We value maximizing time and resources in the direct pursuit of organizational goals.





# TURNER FIRE DISTRICT

## Employment Application

Turner Fire District provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. No application will be rejected because of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

**To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.**

**IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE COMPLETE LEGIBLY.  
YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

<b>Position</b>		
Position Applying For	Available Start Date	Today's date

<b>Personal Information</b>			
Name			
Address	City	State	Zip
Phone Number	Mobile Number	Email Address	
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> (Proof of identity will be required upon employment)			

<b>Education</b> <span style="float: right; font-weight: normal;">List any colleges, military, trade, business or other schools attended.</span>				
Do you have a high school diploma or GED Certificate? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?

<b>Certificates &amp; Licenses</b> <span style="float: right; font-weight: normal;">List professional license, registration, or certificate required or preferred for position.</span>			
Type	Issuing Agency	Date Issued	Date Expires



# TURNER FIRE DISTRICT

<b>Employment History</b>			
<b>This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.</b>			
<b>Employer (1)</b>	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
<b>Employer (2)</b>	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
<b>Employer (3)</b>	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			
<b>Employer (4)</b>	Job Title	Dates Employed (from-to)	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties:			



# TURNER FIRE DISTRICT

## References

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Relationship to you: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.
- I am able to perform the essential duties of this position as advertised, with or without reasonable accommodation
  - Yes
  - No Explanation: \_\_\_\_\_

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



# TURNER FIRE DISTRICT

## Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. **If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4).** This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs;  
or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_





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(503) 743-2190

## Reference Form

*Office Use Only*  
Reference Received by: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Reference Reviewed by: \_\_\_\_\_  
Start Date: \_\_\_\_\_

- Personal Reference  
 Professional or Educational Reference  
(Choose one)

Name \_\_\_\_\_

(Fill in your name above and provide this form for personal, educational or employer reference; makes copies as needed.)

The above-named person is applying for a career position with the Turner Fire District and would like you to provide a reference. Your comments on the following questions would be greatly appreciated by the applicant and by Turner Fire District. Please feel use another sheet of paper if needed.

1. How long and how well have you known the applicant? What is your relationship to him/ her?
  
  
  
  
  
  
  
  
  
  
2. Please comment on the qualities which you feel would qualify (or disqualify) the applicant for a successful career in fire suppression and / or emergency medical service.
  
  
  
  
  
  
  
  
  
  
3. Please comment on the applicant's maturity and sincerity of interest in a career in fire suppression and /or emergency medical service.

**Please return completed form to:**

**Turner Fire District  
7605 3<sup>RD</sup> ST. SE  
Turner, Oregon 97392  
(503) 743-2190  
(503) 743-3604 Fax  
karah@turnerfire.com**

Reference's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_











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## Reference Form

*Office Use Only*

Reference Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Reference Reviewed by: \_\_\_\_\_

Start Date: \_\_\_\_\_

Personal Reference

Professional or Educational Reference  
(Choose one)

Name \_\_\_\_\_

(Fill in your name above and provide this form for personal, educational or employer reference; makes copies as needed.)

The above-named person is applying for a career position with the Turner Fire District and would like you to provide a reference. Your comments on the following questions would be greatly appreciated by the applicant and by Turner Fire District. Please feel use another sheet of paper if needed.

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Reference's Signature: \_\_\_\_\_

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

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

\_\_\_\_\_

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

Email: \_\_\_\_\_