Administrative Assistant /Secretary

LEWIS COUNTY FIRE DISRICT 6 is looking to hire 1 and / or 2 qualified persons for Administrative Assistant /Secretary position(s).

This position is responsible for providing secretarial, clerical, and administrative support to ensure that the Fire District operates and provides its services in an effective and efficient manner.

Employment type: Permanent

Salary: DOE

Benefits: This is a benefited position, to include: (1) Health, Dental, Vision Insurance; (2) PERS II Retirement; (3) Sick Leave; and (4) Vacation.

For more information and to apply please read job description and completely fill out job application. Submit completed job application along with a cover letter and resume to ggreene@lcfd6.org or mail to 2123 Jackson Hwy, Chehalis, WA 98532