



# THE ILLINOIS VALLEY FIRE DISTRICT IS HIRING!

## DISTRICT SECRETARY

Employment Type: Full-Time (40 hours/week)

### MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent
- One (1) year of clerical or general office experience
- Strong written and verbal communication skills
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to maintain strict confidentiality and handle sensitive information
- Strong organizational skills with attention to detail and accuracy
- Ability to multi-task and prioritize in a fast-paced environment
- Must meet insurability requirements of the District's insurance carrier
- Must pass a drug test, background check, and credit check


### WAGE/BENEFITS

- \$37,400 – \$39,520 per year
- Paid Time Off (PTO)
- Life and Health Insurance, Health Savings Account (HSA)
- Oregon Public Employees Retirement System (PERS)
- Paid Holidays

### HOW TO APPLY

Send your application, resume, and cover letter to:

 [jamielpaul@ivfire.com](mailto:jamielpaul@ivfire.com)

 Or drop off at:

IVFD Administration Office  
681 Caves Highway  
Cave Junction, OR 97523

### APPLICATION DEADLINE:

Thursday, July 14, 2025