



Manson Fire Department

Chelan County Fire District 5

P.O. Box D Manson WA 98831-0438

mansonfire.org

District Secretary Position – Instructions to Applicants

Download Word document – Employment Application – It is formatted Word compatible mode. You may complete it in your word processor, then print and sign-date or print and fill out by hand. Either will be accepted. Electronic submittals will not be accepted. Demonstration of good Microsoft Office skills is required.

Prepare a cover letter with your reasons for seeking this position.

Prepare a resume with your education and work experience.

A complete application submittal shall consist of a cover letter, resume, and completed employment application form.

Deadline to have applications in our Post Office box (PO Box D, Manson WA 98831) or hand delivered to our administrative office (250 W Manson Blvd, Manson WA 98831) is September 6th, 2019 at 5:00pm.

Selection Process

The expected schedule is; notify successful applicants by September 20th for an interview day on or about October 4th. The interview day will consist of a typing test, Microsoft Office skills test, minute taking test and a panel interview. The selected candidate will be contacted by phone to receive an offer for employment. The employment start date will be made available immediately.

The position is an at-will full-time 40 hours per week. The starting wage is \$16 to \$17 per hour depending on experience. Benefits include Medical-Dental, Public Employees Retirement System Plan 2 matching, Vacation and Sick Leave.

Extended employment is conditional upon completion of a 90 day probationary period and satisfactory findings of a Criminal & Drivers Background check.