

OKANOGAN COUNTY FIRE DISTRICT 6 **DISTRICT SECRETARY JOB ANNOUNCEMENT**

Okanogan County Fire District 6 (OCFD6), located in the beautiful Methow Valley of Washington State, is currently accepting applications for the position of District Secretary. The monthly wage for this position is \$3,750 per month, with a comprehensive benefit package provided by OCFD6 including medical and dental insurance, vacation, and enrollment in the state PERS retirement system. This position is not covered by the Federal Social Security system and is an FLSA exempt position. The successful candidate will be required to complete a probationary period of one year.

General Qualifications:

- ◆ 21 years of age or older
- ◆ High school graduate or equivalent
- ◆ Good physical and mental health
- ◆ Proficiency speaking, reading, and writing the English language
- ◆ Knowledge of Microsoft Office and other related software
- ◆ Clean driving and police record
- ◆ Possession of a Washington State driver's license

A complete application packet, including job description and outline of the hiring process is available from **District 6 website: www.okanogancountyfd6.com/**, in person at the **District 6 Office, 33 Horizon Flat Road, Winthrop, WA**, or may be requested by **Phone (509-997-2981)**, during regular business hours, Mon.-Thurs. 9:00 A.M. to 4:00 P.M.

To receive a packet by return mail, write: **Cody Acord, PO Box 895, Winthrop, WA 98862** or **Email cacord@okanogancountyfd6.com**.

Application packets will be available starting February 21, 2024. Completed application packets will be accepted any time after this date but **must be RECEIVED by mail or hand delivery**, at the District 6 Office no later than **Friday, March 8, 2024, by 4:00 P.M.**