



Job Title: Board Secretary
Job Type: Part-time, Limited-Term (anticipated January 2021 – July 2021); Non-Exempt; Up to 20 hours per month
Hourly Wage: \$26.00 – \$30.32 DOE

DESCRIPTION

Northshore Fire Department is currently recruiting for a part-time, limited term Board Secretary to provide administrative support to our Board of Fire Commissioners.

This position will:

- Attend and record all regular and special meetings of the Board using AV Capture.
- Prepare and disseminate materials to Board members.
- Maintain and develop the Board content for Northshore Fire Department's website. Includes posting meeting minutes, related materials and audio recording.
- Assist in handling of the Board's official and informal communications with the public and Administrative staff in a prompt, accurate, and professional manner.

Board meetings are held in the evenings, typically twice a month (currently the first and third Tuesdays). NOTE: During COVID-19 pandemic and State proclamation, all Board of Commissioner meetings are being conducted virtually via Zoom until further notice.

This position is not eligible for benefits, but is eligible for overtime.

Click [here](#) to learn more about the job, including required qualifications. Prior experience supporting a Board of Elected Officials is preferred.

HOW TO APPLY

Individuals interested in applying for the position must submit the following via email to Shannon Moore, HR Moore (smoore@northshorefire.com):

- Cover Letter
- Resume
- Application

Application deadline for first round of review is **January 5, 2021**. Position will remain open until filled.

Incomplete applications will not be considered.

Northshore Fire Department is an Equal Opportunity Employer. Should you have a disability that requires assistance and / or reasonable accommodation with the job application process, please contact Human Resources at admin@northshorefire.com.



Please return completed applications to:

Northshore Fire Department
 ATTN: Shannon Moore, Human Resources
 7220 NE 181st ST, Kenmore, WA 98028
 Fax: 425-354-1781

HR DEPARTMENT ONLY

Date Received _____

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION

INFORMATION			
LAST NAME:	FIRST NAME:	MIDDLE INITIAL:	
ADDRESS:	CITY:	STATE:	ZIP:
HOME PHONE:	CELL PHONE:	E-MAIL:	
POSITION APPLIED FOR?		WAGE/SALARY DESIRED?	
DATE AVAILABLE FOR WORK?		AVAILABLE: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights	
APPLYING FOR: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary If part time, specify hours or days:			
Have you ever previously applied for employment here? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, when?			
How did you learn about this position opening? If employee referral, please specify name:			
Are you legally eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (Proof of right to work in the U.S. will be required if hired)			
Are you 18 years or older? <input type="checkbox"/> No <input type="checkbox"/> Yes (If no, employment is subject to minimum legal age requirements)			
Do you possess a valid driver's license? <input type="checkbox"/> No <input type="checkbox"/> Yes (A valid driver's license is required only where stated in job announcement):			
License No.:	State:	Expiration Date:	
Have you ever been convicted of a felony or entered an Alford Plea within the past 10 years? (A conviction may not necessarily disqualify you from employment.) <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, please indicate the date and nature of the offense:			
In a criminal or civil proceeding, have you ever been found responsible for domestic violence, abuse, sexual abuse, neglect, and/or exploitation of a child or a vulnerable adult? (Civil proceedings include non criminal judicial or administrative hearings and determinations that have been made by agencies such as the Department of Social and Health Services or the Department of Health). <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, please indicate the date and nature of the offense:			
Were you known by any other name(s)? <input type="checkbox"/> No <input type="checkbox"/> Yes; If you, please indicate name(s):			

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degree(s) Received
High School				
High School				
College				
College				
Trade				
Business, or				
Graduate school				

CERTIFICATIONS AND LICENSES			
Certification/License	State	Certification/License Number	Expiration Date

PROFESSIONAL REFERENCES			
List at least 3 persons (other than relatives), including at least 2 supervisors , who can speak to your professional work experience.			
Name	Relationship to You	Professional Title	Phone number

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service, for the last 10 years:

If currently employed, may we contact your employer? No Yes

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

EMPLOYMENT RECORD CONTINUED

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

Employer _____ Type of business _____ Telephone () _____

City _____ State _____ Fax: () _____

Job Title _____ Supervisor _____ Telephone () _____

Dates Employed: From _____ To _____ Reason for leaving _____

Duties _____

SKILLS

Please indicate your level of experience with each of the following programs based on the following rating scale.

0 = No experience 1 = Beginner 2 = Intermediate 3 = Expert NA = Not Applicable

Product	Level of Experience	Product	Level of Experience
MS Word		MS PowerPoint	
MS Outlook		MS Access	
MS Excel		Internet Explorer	
MS Publisher		Adobe	

Indicate other skills related to the position you are seeking:

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Northshore Fire Department to afford equal employment opportunities to all employees and applicants, without regard to race, gender, color, national origin, citizenship status, religion, age, marital status, disability, genetic information, sexual orientation, veteran status, or any other characteristic protected by Federal, State, and Local law.

NOTIFICATION AND AGREEMENT

PLEASE READ BEFORE SIGNING

I certify that the information provided by me is true, correct, and complete. I understand that any position offered me will be contingent upon the results of a background check, drug test and, if applicable to the position, a medical examination. I understand that if hired, I can be discharged for any misrepresentation or omission and that employment eligibility may be conditioned on King County Fire Protection District No. 16 / Northshore Fire Department receipt of a satisfactory criminal conviction report and my providing proof of eligibility to work in the United States.

I authorize Northshore Fire Department to which I am providing this application to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including Northshore Fire Department) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release Northshore Fire Department from any liability for future references it may provide regarding my work history with Northshore Fire Department.

Due to the large number of applications that Northshore Fire Department receives, I understand that Northshore Fire Department cannot guarantee that my application will be considered for any or all open positions they may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of Northshore Fire Department and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

Applicant Signature

Date

Applicant Name (Print)