

**WE'RE HIRING!**

# ADMINISTRATIVE ASSISTANT

26642 MILLER BAY ROAD NE | KINGSTON, WA 98346  
(360)297-3619 | NKFR.ORG



## COMPENSATION

Starting pay for this full-time, non-exempt position is \$4,500 - \$5,300/month, depending on experience.

## BENEFITS

- Paid holidays, sick leave and vacation
- Generous benefit allocation (starting at \$1,315.11/month) toward excellent health insurance and other benefits
- Education incentive
- PERS retirement eligible

For more information, job description, application and writing assignment, see our website at [www.nkfr.org/opportunities/](http://www.nkfr.org/opportunities/).



North Kitsap Fire & Rescue (NKFR) is seeking applicants for the full-time position of **Administrative Assistant**. Often the first contact for callers and visitors to the district's headquarters fire station, the Administrative Assistant position requires someone with a demeanor that's both professional and warm. Strong communication skills are necessary for success in the role as is attention to detail and discretion while handling a wide range of tasks and priorities.

## MINIMUM QUALIFICATIONS

- Possess a high school diploma or equivalent.
- Must be a U.S. citizen or other authorization to legally work in the United States at the time of hire
- Successful completion of all pre-hire screenings including reference check, background check and drug screen
- Two years of administrative assistance experience in a professional setting
- Effective written and oral communication skills
- Positive and professional attitude
- Excellent problem-solving skills

## HIRING PROCESS

Packets (including cover letter, resumé, completed NKFR employment application and completed writing assignment) can be submitted by mail to Katie Patti, NKFR Director of Administrative Services, at the address above or by email to [patti@nkfr.org](mailto:patti@nkfr.org). Packets must be received by the district no later than 4 p.m. on September 15, 2025. Qualified candidates submitting packets by the deadline will be invited to participate in an online skills assessment.

