



JOB ANNOUNCEMENT: Receptionist

Shoreline Fire Department is hiring for the position of Receptionist.

This is a full-time, non-exempt position reporting to the Administrative Director in coordination with the Chief Administrative Officer. This role provides front desk reception and comprehensive administrative support.

This is a non-uniformed position represented by the International Association of Firefighters (IAFF) Local 1760.

Summary of Key Duties and Responsibilities

For full job description, visit our website at www.shorelinefire.com

- Serve as the Department's primary receptionist, greeting visitors and directing calls and in-person inquiries using professional, courteous, and responsive communication.
- Maintain accurate and confidential paper and electronic records and filing systems.
- Open and distribute mail; manage deliveries and outgoing shipments.
- Receive and process monetary donations and route funds appropriately.
- Maintain lobby, conference rooms, and common areas.
- Ensure adequate inventory of all office supplies for the Department within the constraints of the approved budget lines.
- Serve as backup to Recording Secretary, preparing packets for distribution and attending and taking minutes as needed.
- Assist with preparation and distribution of Departmental materials, including copying, collating, and assembling documents as needed.
- Provide logistical support for Department meetings and events, including ordering food and supplies, coordinating room setup and breakdown, and ensuring events are properly prepared and supported.
- Assist with ongoing maintenance and destruction of public records.

SALARY RANGE

\$5,664 - \$7,080
per month DOE

BENEFITS

- Comprehensive medical, dental, & vision coverage (100% premium costs paid for employee and eligible dependents)
- State Retirement System Pension (PERS)
- Life Insurance
- Long-term Disability Insurance
- 457 Deferred Compensation Plan
- Healthcare Reimbursement Account
- Wellness Program
- Education Incentive & Tuition Reimbursement
- Paid Sick Leave, Vacation, Holiday Pay
- Clothing Allowance



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REQUIRED EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent (GED, etc.)
- Two (2) years of responsible administrative support experience, or an equivalent combination of education and experience.

APPLICATION DETAILS

- Post date: Friday, April 3rd, 2026
- Deadline: Sunday, May 3rd, 2026 at 11:59pm

To apply, please submit a cover letter and resume to employment@shorelinefire.com by the deadline. Please include Receptionist in the subject line.

TERMS & CONDITIONS

Veteran's Scoring: Candidates requesting veteran's scoring will be asked to submit documentation (DD214 or NGB Form 22) which indicates the nature of the discharge as well as the Department's [scoring criteria declaration form](#) to employment@shorelinefire.com by the application deadline.

Reasonable Accommodation: In compliance with the Americans with Disabilities Act (ADA), Shoreline Fire Department will make reasonable accommodation during any and all phases of the selection process for individuals with a disability. Please contact Human Resources at (206) 533-6570 by the application deadline date to request accommodation.

Equal Employment Opportunity Statement: Shoreline Fire Department provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

Disclaimer: The provisions of this hiring notice do not constitute a contract, expressed or implied, and any provisions contained in this notice may be modified or revoked at the discretion of the Department.

For more information, visit our website at www.shorelinefire.com
For questions regarding this position, email: employment@shorelinefire.com