

**Hurricane Valley Fire SSD is accepting applications for the following position:
Office Specialist.**

This is a full-time position with benefits. The successful candidate must be able to work Monday – Thursday from 7 am – 6 pm.

Minimum Requirements Include:

Must have the ability to type a minimum of 40 words per minute and must be competent in Microsoft Office programs along with general clerical skills.

Starting pay will be from \$10.00 - \$12.50 per hour depending on qualification and experience. Applicants will be required to pass a criminal background check and drug test.

Applications and a full job description may be picked up at the Hurricane Valley Fire SSD at 202 E State St, Hurricane or online at www.hurricanevalleyfire.org, and will be accepted until 5:00 p.m. on February 2, 2017. Hurricane Valley Fire is an equal opportunity employer.