

**SOUTH KING**



**FIRE & RESCUE**

[www.southkingfire.org](http://www.southkingfire.org)

## **South King Fire & Rescue JOB ANNOUNCEMENT**

**POSITION TITLE: HUMAN RESOURCES GENERALIST**

**CLASSIFICATION: Non-Represented / FLSA Exempt**

**OPEN DATE: January 19, 2022**

**CLOSE DATE: February 21, 2022**

South King Fire & Rescue (SKFR) proudly serves the communities of Federal Way and Des Moines, WA with quality fire and emergency medical services. SKFR currently seeks qualified candidates to interview for an exciting NEW position of HR Generalist. Full details of the position are described in the enclosed job description that accompanies this job announcement.

### **APPLICATION PROCESS & DEADLINE:**

Candidates must follow all instructions and complete all application materials to be considered for employment. Materials may be downloaded from our website at [www.southkingfire.org](http://www.southkingfire.org).

Completed application materials include:

- \*Cover Letter
- \*SKFR Employment Application
- \*Supplemental Questionnaire
- \*Resume that includes a detailed work history
- \*Copies of Degrees, Professional Certificates or other related professional affiliations

All Application Materials must be returned by Monday, February 21<sup>st</sup> to one of the following:

Via E-Mail: [HR@southkingfire.org](mailto:HR@southkingfire.org)

Via US Mail: South King Fire & Rescue, Human Resources  
31617 1st Ave So. Federal Way, WA 98003

### **HIRING PROCESS SCHEDULE:**

- Selected candidates will be contacted for interviews prior to or after the closing deadline.
- Interviews will be held the week of February 28<sup>th</sup> – March 4<sup>th</sup>. Interviews will be conducted in person at the South King Fire & Rescue Station 68 Training Center. (Address and directions are below). COVID safety protocols will be in place during interviews. All candidates are required to wear a mask, regardless of vaccination status.
- Final candidate will be extended a conditional offer of employment, pending a reference and criminal background check, credit check and illegal drug screening.
- Estimated hire date is March 28, 2022.

31617 1st AVENUE SOUTH • FEDERAL WAY, WASHINGTON 98003-5201

Seattle: 253/839-6234 Tacoma: 253/927-3118 fax: 253/529-7204

An Equal Opportunity Employer

## **HR GENERALIST - SALARY AND BENEFITS PACKAGE:**

Beginning Salary Range is \$7,000 - \$7,300 per month / or dependent on experience

Benefits package consists of the following:

- Medical, RX and Vision coverage - 100% premiums paid for employee and family dependents
- Dental coverage - 100% premiums paid for employee and family dependents
- Life Insurance – 100% premiums paid for Employee
- Long Term Disability Insurance - 100% premiums paid for Employee
- Pension plan under PERS Washington State Dept. of Retirement Systems
- 457 Deferred Compensation Plan with Employer Contribution
- Paid Sick Leave, Vacation and Holidays

## **ADDITIONAL INFORMATION:**

Applicants must complete all requested application materials to be considered for employment.

For additional assistance contact HR Director Mary Stevens at Phone: (253) 946-7255

Or Email: [HR@southkingfire.org](mailto:HR@southkingfire.org)

## **Directions to South King Fire & Rescue Station 68**

### **Address:**

1405 SW 312th St  
Federal Way, WA 98023

### **Directions from Interstate 5**

- Take Exit 143, which is So. 320<sup>th</sup> Street in Federal Way
- Head West on 320<sup>th</sup> Street for approximately 1.8 miles
- Turn right on 1<sup>st</sup> Ave So.
- Turn left at second traffic light, which is SW 312<sup>th</sup>
- Continue on SW 312<sup>th</sup> until you reach 1405 SW 312<sup>th</sup>

South King Fire & Rescue is proud to serve the communities of King County Washington and embrace the values and legacy of its namesake, after Dr. Martin Luther King Jr. All hiring is conducted in accordance with the Federal Title VII Civil Rights Act, the Equal Employment Opportunity Commission (EEOC) and Washington State laws that prohibit discrimination on the basis of race, color, sex, creed, ethnic background, national origin, ancestry, religion, age, marital status, sexual orientation and/or gender identity, pregnancy, disabilities which can be reasonably accommodated, veteran status, and all other statuses protected by state, local and federal laws against discrimination.

We invite you to tour our website at [www.southkingfire.org](http://www.southkingfire.org) to learn more about our Fire Department's mission and values.

**Best of luck to all candidates who apply!!**