

This summer has been extremely busy working the various wildfires and the normal fire season starts in August!! We provide clerical support units to the larger wildfire incidents in the northwest and California. The units are staffed by two of our employees to provide printing for both the day and night shifts. We would like to hire and train several more students. Please check out our [video](#) at <https://youtu.be/22ygy0luBug>

Wildfire Clerical Support Operator is a seasonal position providing office-related (non-frontline) support on wildfires during the summer months. Work is performed in air-conditioned trailers that are outfitted as mobile copy centers with computers, copiers, plotters and other equipment to print maps, incident action plans and other documentation at major wildfires. We work closely with the incident management teams composed of personnel from USFS, BLM, ODF, CalFire, DNR, BIA and other federal and state agencies; who may contact you for your future employment.

JA Copy assists at type 1 and 2 wildfires, generally the largest or most threatening in terms of property and life. A clerical operator is typically dispatched for 5-21 days to locations in Oregon, Washington, Idaho, Utah and California. You must have a vehicle to travel to the incident; food, showers and a camping spot are all provided. Basic camping equipment is provided for those who do not supply their own.

We are looking for driven, responsible applicants who enjoy camping, are able to quickly pick up skills in Microsoft Office and similar software, can rise to unexpected challenges, and take pride in their work. Because of the nature of wildfire management, a daily shift can become very fast paced and long. Working with incident management teams is not too different from customer service but for a dedicated group of sometimes very stressed out individuals. It's important to complete tasks quickly, accurately, and with a smile!

We are currently interviewing and in the training process so please submit your resume and cover letter NOW!

Training (about 16 hrs) and driving is paid at \$13/hr. Incident work is paid at \$21/hr, overtime is \$32/hr. Work is given on an on-call basis. When on an incident, work is typically 7 days a week and 7-11 hours per day.

Send a resume to Stephen Johnson at [jacopy1@gmail.com](mailto:jacopy1@gmail.com) or call 541-760-4173.