



WASHINGTON STATE DEPARTMENT OF
Natural Resources
Caring for your natural resources... now and forever



Job Announcement

FOREST PRACTICES OFFICE ASSISTANT SOUTHEAST REGION

Recruitment # 2008-07-6007

AGENCY MISSION AND CHALLENGE

At the Department of Natural Resources (DNR), we support the vision of a sustainable future by protecting and managing the natural resources that belong to the citizens of Washington. We provide professional, forward-looking stewardship of state trust lands, native ecosystems and natural resources under the leadership of the Commissioner of Public Lands, an elected official.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. We generate revenue that supports public schools, state institutions and county services. But managing lands is only half of our story. We also protect other public resources such as fish, wildlife, water, and provide public access to outdoor recreation. Two of our largest and most important state-wide resource protection responsibilities are fire prevention and suppression, and overseeing forest practices.

The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Office Assistant 3
Type of Position:	This is a permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$2161 – \$2789
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	July 24, 2008
Closing Date:	August 7, 2008
Location:	Ellensburg, WA

POSITION PROFILE

Under the direction of the Forest Practices Natural Resource Technician 3, this position performs administrative support duties in the Forest Practice unit. Responsibilities include:

- Process Forest Practice Applications (FPA) within mandated timelines;
- Explain complex Washington State rules and regulations to the public, members of industry, tribal representatives, other agencies and local government agencies;
- Provide FPA assistance to applicants in person and over the phone;
- Explain procedures and fulfill requests for publications.
- File, copy, distribute documents via email and/or mail, archive, and other projects as assigned.

REQUIRED POSITION QUALIFICATIONS

- Proficient in Microsoft Office computer software
- Ability to interpret and explain complex rules to the general public, subordinates, tribes, and other agencies
- Ability to format, create, edit and review letters, forms, documents, etc.

- Strong interpersonal communication skills
- Ability to work under pressure to meet short, mandated deadlines

This level of knowledge and skill is typically achieved with

- High school graduation or equivalent
- Two years complex clerical and customer service experience

DESIRED POSITION QUALIFICATIONS

- 2 years current computer experience in Microsoft Office software applications (Word, Excel, PowerPoint and Outlook)
- Experience working with confidential documents and/or sensitive information
- Experience reading and interpreting legal descriptions and maps, such as topography, water type, aerial photos, and quad maps

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application –[DNR Job Application](#)
- An online voluntary [Applicant Profile Questionnaire](#). *(This form is submitted online).*

The first screening will be based on information contained in your candidate materials.

Submit all materials by the closing date to:

Electronic method preferred	OR other method
Sally.bollinger@dnr.wa.gov	Sally Bollinger Department of Natural Resources 713 Bowers Road Ellensburg, WA 98926

NOTE: Please indicate Forest Practice Office Assistant #2008-07-6007 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Brenda Hilzer at 509.925.0964.

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This announcement is published by the Washington State Department of Natural Resources (DNR). The DNR is an equal opportunity employer. **Women, racial, and ethnic minorities, persons of disability, and disabled and Vietnam-era veterans are encouraged to apply.** Persons with a disability who need assistance during the screening process, or those needing this announcement in an alternative format may contact DNR's ADA Coordinator at (360) 902-1150. DNR may be contacted using the Washington State Telecommunications Relay Service (TTY) by dialing 711.