



RECEPTIONIST/OFFICE ASSISTANT 3 Division of Geology & Earth Resources

Recruitment # 2008-07-2387

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 28, 2008
Closing Date:	August 11, 2008
Location:	Olympia WA

POSITION PROFILE

The Geology Division at the Washington Department of Natural Resources in Olympia is looking for an Office Assistant 3. This position supports all of the Division's staff, but the priority work is administrative and clerical tasks, including processing bills and checks, travel reimbursements, payroll documents, purchasing, leave donations, and travel advances. The position also arranges training, travel, meeting and vehicle reservations. It is the point of contact for Division inventory needs and performs special tasks as assigned by the supervisor.

REQUIRED POSITION QUALIFICATIONS

- Two full years of office experience in a multi -tasking environment.
- Proficient with the standard Microsoft Office suite of software products (Word, Excel, Access).
- Experience with accounts payable.
- Type 35 WPM.
- Must be able to complete complex clerical projects and assignments such as verifying & processing fiscal documents and/or financial records, composing correspondence, responses to frequent requests for information using knowledge of a variety of regulations, rules, policies, procedures, processes, materials or equipment with limited guidance.

- Work must be complete and accurate.
- Must be able to use own initiative to identify tasks that need to be done, perform efficiently despite interruptions, identify and correct mistakes, maintain a friendly and service-oriented approach to dealing with supervisors, co-workers, and customers.

DESIRED POSITION QUALIFICATIONS

- Knowledge of HRMS, DATAMART and SAP.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- This incumbent in this position is required to travel.
- Must have a valid driver’s license and have two years of driving experience.
- Must be at least 18 years of age at the time of hire.
- Must be able to lift and carry 40-50 lbs

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](#)
- A resume
- At least three references.
- An online voluntary [Applicant Profile Questionnaire](#). *(This form is submitted online. Please do **not** print out and send in with application materials)*
- Finalists will be asked to provide an employment/commercial driving record issued from the state in which you are currently licensed.

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
dnrrecruiting@dnr.wa.gov	Roberta Searles Department of Natural Resources PO BOX 47033 Olympia, WA 98504-7033

NOTE: Please indicate Receptionist/Office Assistant-Recruitment #2008-07-2387 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 Mary Anne Shawver at 360.902.1454 or e-mail us at DNRrecruiting@dnr.wa.gov.

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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.