

State of Washington
Dept. of Fish and Wildlife
invites applications for the position of:
Administrative Intern 3

careers.wa.gov
Working for Washington State

SALARY: \$13.02 - \$14.84 Hourly

OPENING DATE: 12/03/12

CLOSING DATE: 12/14/12 05:00 PM

DESCRIPTION:



Our Mission
To preserve, protect and perpetuate fish, wildlife and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities.

Vision
Conservation of Washington's fish and wildlife resources and ecosystems.

Additional Salary Information
The salary range reflects a 3% salary reduction for state employees over the 2011-13 biennium, which was passed by the Legislature effective July 1, 2011 through June 29, 2013.

ADMINISTRATIVE INTERN 3

THE DEPARTMENT

The Washington Department of Fish and Wildlife (WDFW) is dedicated to protecting native fish and wildlife, and providing sustainable fishing, hunting and wildlife viewing opportunities for millions of residents and visitors. Working throughout the state, WDFW's employees—field biologists, enforcement officers, land stewards, lab technicians, customer service representatives and others manage hundreds of fish and wildlife species, maintain nearly a million acres of public wildlife lands, provide opportunities for recreational and commercial fishing, wildlife viewing and hunting, protect and restore habitat and enforce laws that protect fish and wildlife resources. Learn more about us at www.wdfw.wa.gov.

JOB SUMMARY

This recruitment is to fill **one (1) non-permanent part-time Administrative Intern 3** position in Olympia, WA.

Under the direction of the Technology and Financial Management Program Assistant Director, the Administrative Intern position provides research and analysis to create or improve budget and administrative communications. This includes completing management level research projects, generally resulting in targeted reports for the legislature or stakeholders, and reviewing documents used in the legislative and budgeting processes. Typical duties are expected to include assisting in the development of fiscal notes, which estimate the costs of proposed legislation, and performing analysis related to the economic impacts of fishing, hunting and outdoor recreation. If the intern has skills related to process improvement, duties may be shifted to make use of those skills.

DUTIES:

- With direction from Division Managers and Executive Management, works independently to research, compile and analyze data.
- Vets draft products with managers, and oversees development or research projects as they move through stages of development.
- Reviews and edits program-specific budget requests or fiscal analyses to improve clarity, cohesion, and readability.
- Drafts executive level reports and presentations for stakeholders, state agencies, and the Legislature.

QUALIFICATIONS:

Desired/Preferred Qualifications:

Completion of at least one (1) quarter or one (1) semester graduate work after receiving a Bachelor of Arts or a Bachelor of Science degree from an accredited college or university. Preferably in the final year of graduate studies.

Desired Competencies: We are seeking applicants who have demonstrated knowledge and skills in the following:

Verbal and Written Communication Skills: Effectively expresses ideas and information verbally and in writing, using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Researching and Gathering Information: Effectively identifies, collects, organizes, and documents data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.

Self Knowledge, Development and Continual Learning: Demonstrates an ongoing commitment to learning and self-improvement and a willingness to jump into issues.

Analysis and Critical Thinking Skills: Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusions, and make decisions; effectively uses data to tell a story.

SUPPLEMENTAL INFORMATION:

To apply for this position you **MUST** complete your profile at www.careers.wa.gov and **ATTACH** the following to your profile before completing the online application:

- A cover letter that describes why you are interested in this position and how you meet the qualifications and competencies outlined in this recruitment.
- A brief description of a policy issue you are familiar with. After providing context, recommend one feasible step that could be taken to help resolve the problem, who benefits and how. Make your proposal as concise and compelling as possible, limiting yourself to a single piece of paper (front and back, including white space).

Please Note: Failure to follow the above application instructions will lead to disqualification. E-mailed documents will not be accepted in lieu of attaching your documents to the online profile.

Upon submission of your online application, you will immediately receive a confirming e-mail. You will then be notified via e-mail of your status during the process. In addition to the e-mail notifications, you can check the status of your application at any time by visiting your online profile at www.careers.wa.gov.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may call (360) 902-2276 or the Telecommunications Device for the Deaf (TDD) at (800) 833-6388.

Administrative Intern 3 Supplemental Questionnaire

- * 1. Did you attach your cover letter and writing assignment?
Yes No
- * 2. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years (answering yes will not automatically eliminate you from consideration)?
Yes No
- * 3. Do you have a valid Washington State or other state driver's license (If selected for an interview you may be asked to furnish your license and driving record)?
Yes No

* Required Question