

State of Washington  
 Dept. of Fish and Wildlife  
 invites applications for the position of:  
**OFFICE ASSISTANT 2 \*08233H**

**careers.wa.gov**  
 Working for Washington State

**SALARY:** \$2,016.00 - \$2,598.00 Monthly

**OPENING DATE:** 08/08/13

**CLOSING DATE:** 08/18/13 11:59 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.

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. Find out more about us and the important work we are a part of at [www.wdfw.wa.gov](http://www.wdfw.wa.gov).

**Office Assistant 2**  
**(Part time, Non-Permanent)**

The WDFW is recruiting to fill one, part time, non-permanent, Office Assistant 2 position located in the Habitat Program, Environmental Services Division. The duty station is the Natural Resources Building, Olympia, WA.

This position is responsible for accurate and timely entry of Hydraulic Project Approval (HPA) application information into log sheets and the Hydraulic Permit Management System (HPMS), timely and accurate processing and distribution of documents and fee payment information received from WDFW and external sources, filing of permit documents, and retrieval of HPA documents in response to public disclosure requests.

This position contributes to three goals of the agency's strategic plan:

- Conserve and protect native fish and wildlife
- Promote a healthy economy, protect community character, maintain an overall high quality of life, and deliver high-quality customer service
- Build an effective and efficient organization by supporting our workforce, improving business processes, and investing in technology

## DUTIES:

- Receive, log, scan, attach, assign biologist, and date HPA application materials into internal log sheets and the HPMS database; timely distribute completed HPAs and letters to applicants, agency staff, and the public, record receipt of HPA application fees;
- Organize and file all HPA application materials received by the department; archive HPA documents; retrieve, copy, and file documents in agency and Records Center files that are responsive to public disclosure or staff requests.;
- Backup Program administrative staff in answering public phone line and direct calls to appropriate staff; respond to internal and external customer request for information regarding HPA applications.

## QUALIFICATIONS:

### Education:

- High school graduation or GED and two years of office clerical duties in a professional and confidential office setting.

The best qualified applicants will have the following preferred skills and competencies:

- Demonstrated complex records management skills. Highly developed organizational skills and ability to prioritize workload.
- Ability to accurately and timely enter application materials into log sheets and HPMS.
- Proficient in the use of common computer functions; proficient in Outlook, Word, and Excel programs.
- Proficient using standard office equipment including computers, digital scanners, photocopiers, printers, FAX.
- Excellent communication and interactional skills, including clear and effective written and verbal communications. Ability to remain patient and work effectively with others in stressful or sensitive situations.
- Ability to maintain good working relationships particularly when working with a diverse team of coworkers.
- Ability to exercise independent and sound decisions with minimal direction or supervision.
- Possess problem solving and decision making abilities.
- Ability to interact with others in a positive manner.
- Ability to accept personal responsibility for the quality and timeliness of work. Ability to prioritize work and stays focused on tasks in spite of distractions and interruptions. Follows through to completion of assigned tasks.
- Ability to adapt to changing work routines and responsibilities.

## SUPPLEMENTAL INFORMATION:

### Working Conditions

Typical hours are 15 to 20 hours a week, Monday through Friday. Work within a team of coworkers to achieve team and individual goals; recurring daily duties with occasional high priority assignments; safely lift and move 25 pounds of files or documents; repetitive motions, sitting or standing for long periods, stress tolerance. Office work includes sitting and reading or standing and filing.

To apply for this position you **MUST** complete your profile at [www.careers.wa.gov](http://www.careers.wa.gov) and attach the following to your profile before completing the online application:

- A cover letter describing how you meet the qualifications of this position (generic cover letter will not be accepted)
- A current resume (please make it succinct)
- Three professional references (personal references do not count as professional)

**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](http://www.careers.wa.gov). Due to the high volume of applications that we receive, we ask your understanding and encourage you to use the online process and avoid calling for information.

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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.

## OFFICE ASSISTANT 2 \*08233H Supplemental Questionnaire

- \* 1. What best describes your level of education you have successfully completed?
  - High School or GED
  - Associates degree
  - Bachelor's degree or higher
  - None of the above
- \* 2. What is your major area of college study? If multiple degrees, please list each degree and major. If you do not have a degree, please indicate by "N/A".
- \* 3. From the list below, select ALL of the Microsoft applications, computer programs and/or databases you have experience at the EXPERT level using:
  - Word
  - Excel
  - Outlook
  - Internet Explorer
  - Power Point
  - Publisher
  - Adobe Acrobat
  - SharePoint
- \* 4. Please describe your experience handling cash, credit, and electronic bank transactions, including invoicing and reconciling accounts. Also identify length of time of that experience.
- \* 5. Describe your experience and/or ability to maintain confidentiality while effectively multi-tasking.
  - I have less than 12 months of this experience.
  - I have had at least 12 months of this experience.
  - I have had at least 24 months of this experience.
  - I have had 36 months of this experience.
  - I have had no experience, but willing to learn.
- \* 6. Which of the following best describes your experience looking up and entering and/or updating data into a computer database?
  - I have less than 12 months of this experience.
  - I have had at least 12 months of this experience.
  - I have had at least 24 months of this experience.

- I have had 36 months of this experience.
- I have had no experience, but willing to learn.
- \* 7. Which of the following best describes your experience dealing effectively and frequently with a variety of customers in difficult situations (e.g., by defusing anger, calming people, working with people with communication challenges, providing unpleasant options, etc.)?
  - I have less than 12 months of this experience.
  - I have had at least 12 months of this experience.
  - I have had at least 24 months of this experience.
  - I have had 36 months of this experience.
  - I have had no experience, but willing to learn.
- \* 8. Are you willing and able to work non-scheduled hours including evenings and weekends?  
 Yes     No
- \* 9. 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
- \* 10. Have you been convicted of a misdemeanor or felony within the past ten (10) years? (Conviction of a misdemeanor or felony does not necessarily bar you from employment.)  
 Yes     No
- \* 11. Please verify that you have included the following information in your online application:  
1) A chronological resume OR a completed online profile that includes education and employment history 2) A detailed cover letter describing how you meet the qualifications for this position. 3) Detailed responses to all supplemental questions. 4) Three professional references.  
 Yes     No
- \* Required Question