

State of Washington  
 Dept. of Fish and Wildlife  
 invites applications for the position of:  
**Permanent Administrative Assistant 2**  
**\*02119-14**

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

**SALARY:** \$2,370.00 - \$3,036.00 Monthly

**OPENING DATE:** 03/04/14

**CLOSING DATE:** 03/18/14 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.

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)

This is a (1) one fulltime Administrative Assistant 2 position in the Fish Program, Science Division. The duty station is the Ellensburg Field Office located at 201 N Pearl St., Ellensburg, WA 98926.

This position provides administrative support for the scientific research team leader, and other biologists and staff of the Ecological Interactions Team (EIT), in Ellensburg, Cle Elum, and Pasco, WA.

**DUTIES:**

Assist in the preparation of contract budgets from a variety of funding agencies (e.g. BPA, NOAA), track and balance contract expenditures, provide contract-specific spending reports upon request and counsel Biologist on how to keep contract spending within specified limits.

Complete all point of purchase activities and advise team personnel on purchasing rules, obtain quotes, and communicate with team biologists as necessary to complete sole-source purchases; track all goods and services orders from first invoice to receipt of payment.

Serve as the first point of contact for all EIT office administration and communication. Coordinate meetings, training events, and conferences of various sizes. Communicate directly with representatives from multiple agencies and the public. Distribute information and/or inquiries to appropriate team personnel. Oversee office

janitorial contract, communicates with building owners to ensure proper maintenance, participate in and provide support to the office safety committee.

Prepare, submit, track, and facilitate the processing of documents required for activities such as human resource actions, departmental travel, and training events. Arrange travel accommodations for unit personnel upon request.

Manage/organize data backups, maintain and improve data/video/publication archives, enter field data as requested.

### **Working Conditions**

This position requires 40 hours per wk / 8 hours a day 5 days a week mainly in an office atmosphere. Must have knowledge and use of office equipment. Must be able to work on multiple assignments at one time, and reprioritize based on the needs of the team. It is pertinent that the person in this position has a desire to learn from cutting edge science as it pertains to the Yakima Basin and to be part of an innovative fish science team. Travel may be required at times for training and meetings. May sometimes work in adverse weather conditions when assisting field staff.

### **QUALIFICATIONS:**

High School graduation or GED and two years experience in office, secretarial, bookkeeping or accounting – formal education will substitute, year for year, for experience. **Desired** education and/or employment background in biological sciences or natural resources.

### **Preferred candidate will have experience in:**

Experience in use of Microsoft Office Applications, many Adobe Applications.

Knowledge Office Financial Management

Must have knowledge of budget development and general accounting.

Knowledge of procurement methods for contracts, grants and purchase orders.

Must be able to work independently with little supervision.

Strong organization skills.

### **SUPPLEMENTAL INFORMATION:**

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)

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.

### **Permanent Administrative Assistant 2 \*02119-14 Supplemental Questionnaire**

- \* 1. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years?  
 Yes    No
  
- \* 2. 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
  
- \* 3. How many months of work experience do you have working with budget development and general accounting?  
 Less than 6 months  
 6-12 months  
 12 months or more  
 I do not have experience
  
- \* 4. How many months of work experience do you have working with the procurement methods for contracts, grants and purchase orders?  
 Less than 6 months  
 6-12 months  
 12 months or more  
 I do not have experience
  
- \* 5. How many months of experience do you have working in an office environment where you independently prioritized and managed your workload?  
 Less than 6 months  
 6-12 months  
 12 months or more  
 I do not have experience
  
- \* 6. Please select all of the computer applications below that you have experience using.  
 Access  
 Adobe Premier  
 Endnote  
 Excel  
 Outlook  
 Power Point  
 Word

\* Required Question