

State of Washington
 Dept. of Fish and Wildlife
 invites applications for the position of:
OFFICE ASSISTANT 2 *03676H

careers.wa.gov
 Working for Washington State

SALARY: \$11.59 - \$14.93 Hourly

OPENING DATE: 04/14/14

CLOSING DATE: 04/20/14 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.

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

The Department of Fish and Wildlife is recruiting to fill one, full-time, non-permanent, Office Assistant 2 position located in the Habitat Program, Administration Division. The duty station is the Natural Resources Building, Olympia, Thurston County. The position duration is approximately six months with the possibility of an extension, with an anticipated start date of May 16, 2014.

This position is responsible for accurately scanning paper file documents within the Habitat Program Major Projects Library and Engineering Section, organizing an electronic filing system, and preparing scanned documents to be removed from the premises according to Records Retention Schedules.

DUTIES:

- Scan documents, publications, reports, and correspondence, using a stand-alone scanner designated for the project. Accurately create a name for each file and publication, building an electronic filing system which will allow staff to quickly search for specific documents.
- Prepare the scanned documents for removal from premises according to the Records Retention Schedules. Determine record types and the appropriate retention schedule, and handle removal accordingly. Box up and prepare content list for all documents going to State Archives.

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.
- Demonstrated skills and knowledge of the State of Washington Records Retention process.
- Demonstrated skills creating complex electronic filing systems.
- Proficient in the use of common computer functions; proficient in Outlook, Word, Excel and Adobe programs.
- Proficient using standard office equipment including computers, digital scanners, photocopiers, printers.
- Excellent communication and interactional skills, including clear and effective written and verbal communications.
- Ability to maintain good working relationships, particularly when working with a diverse team of coworkers. Ability to interact with others in a positive manner.
- Ability to accept personal responsibility for the quality and timeliness of work. Ability to stay focused on repetitive tasks.
- Ability to follow through to completion of assigned tasks.
- Ability to maintain excellent attendance.

Additional Requirements:

- Demonstrated ability to keyboard at 40 words per minute.

SUPPLEMENTAL INFORMATION:

Working Conditions

Typical hours are 40 hours a week, Monday through Friday in an office environment. Work includes sitting and standing while scanning documents and preparing records for removal, i.e., boxing and labeling. Includes safely lifting and moving 30-pound file boxes; repetitive motions, and sitting or standing for long periods.

How to Apply:

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

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. 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.

The Department of Fish and Wildlife is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, 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 (360) 902-2207.

OFFICE ASSISTANT 2 *03676H Supplemental Questionnaire

- * 1. What best describes your level of education you have successfully completed:
 - High school diploma or GED
 - Associate degree
 - Bachelor's degree
 - I am currently attending college.
 - None of the above
- * 2. Do you have a high school diploma or equivalent AND a least TWO years of clerical experience?
 - Yes No
- * 3. From the list below, select ALL of the Microsoft applications, computer programs and/or databases you have experience at the INTERMEDIATE level using:
 - Word
 - Excel
 - Adobe Acrobat
 - Access
 - Outlook
 - Internet Explorer
- * 4. Do you have any further information you would like to add regarding your computer and/or software skills?
- * 5. Which of the following best describes your experience with the State of Washington Records Retention processes:
 - 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. Please describe your experience with the State of Washington Records Retention process:
- * 7. Which of the following best describes your experience creating electronic filing systems:
 - 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. Please describe your experience creating and organizing electronic records:
- * 9. Which one of the following best describes your level of expertise operating and troubleshooting problems with office equipment such as photocopiers, scanners, printers and other comparable office machines or equipment?
 - I have operated office machines and equipment, but NOT at one of the levels described below.
 - I feel confident operating most types of office machines and equipment.
 - I can train others to use office machines and can troubleshoot and maintain most equipment.

- * 10. Which one of the following best describes your work experience where you were responsible for independently organizing, planning, and prioritizing your own workload?
 - I have been in positions where someone else prioritized my work for me.
 - I independently prioritized and completed my workload to meet established deadlines.
 - In addition to "#2", I was responsible for completing special projects.

- * 11. Are you willing and able to work non-scheduled hours including evenings and weekends?
 Yes No

- * 12. Have you been convicted of a misdemeanor or felony within the last (10) years?
(Answering yes will not automatically bar you from employment)
 Yes No

- * 13. Do you possess 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

- * 14. 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