

# Secretary Senior

**APPLY**

**Salary**

\$33,588.00 - \$43,392.00 Annually

**Location**

Yakima County - Union Gap, WA

**Job Type**

Full Time - Permanent

**Remote Employment**

Flexible/Hybrid

**Department**

Dept. of Ecology

**Job Number**

2022-WR4367-02121

**Closing**

Continuous

- DESCRIPTION
- BENEFITS
- QUESTIONS

**Description**





Per Governor Inslee's [Proclamation 21-14.2 \(Download PDF reader\)](#), Washington State employees must be fully vaccinated against COVID-19. As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 vaccination as part of the hiring process, prior to their start date. Requests for medical and religious exemptions will be considered. If you have questions, please contact [Careers@ecy.wa.gov](mailto:Careers@ecy.wa.gov) with "**COVID-19 vaccination**" in the subject line.

### **Keeping Washington Clean and Evergreen**

The [Water Resources](#) (WR) program is looking to fill a **Secretary Senior** position. This position will be located in our Central Regional Office (CRO) in [Union Gap, WA](#).

In this role, you will contribute to Ecology's mission by providing administrative support to technical and management staff in the Water Resources Program at the Central Region Office. You will coordinate with every employee of the section and help them with a myriad of administrative needs which will be an excellent opportunity to build on, learn and develop many skills such as customer service, computer skills, organizational skills, record keeping, communication and correspondence. You will resolve problems and respond to inquiries regarding procedures, standards, priorities and deadlines; maintain records of incoming and outgoing correspondence and files; use various operating systems and software to process technical manuscripts; assist management with correspondence, trainings and meetings. You will interact at various times with each section staff member to accomplish a wide variety of administrative tasks.

The Water Resources Program's mission is to manage water rights and claim records, issue water rights decisions, provide compliance and enforcement services related to water use, metering, and well construction.

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. Join a team that is highly effective and collaborative, with leadership that embraces the value of people.

Ecology cares deeply about employee wellness; we go beyond traditional benefits, proudly offering:

- A healthy life/work balance by offering flexible schedules and telework options for most positions.
- An Infants at Work Program that is based on the long-term health values of infant-parent bonding and breastfeeding newborns.
- Continuous growth and development opportunities.
- A wellness program that offers education, fitness classes, and an agency-wide fondness for outdoor meetings.
- Opportunities to serve your community and make an impact through meaningful work.

**Diversity, equity, inclusion, and respect (DEIR)** are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

**Diversity:** We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

**Equity:** We champion equity, recognizing that each of us need different things to thrive.

**Inclusion:** We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

**Respect:** We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision where each of us is heard, seen, and valued.

**During Healthy Washington Roadmap to Recovery,** employees are working a combination of in-office and/or telework based on position and business need. Ecology is following current state guidance regarding mask requirements, health screening questions before entry, and social distancing.

**Application Timeline:** This position will remain open until filled, with an initial screening date of **February 25, 2022**. In order to be considered for initial screening,

please submit an application on or before **February 24, 2022**. The agency reserves the right to make an appointment any time after the initial screening date.

## Duties



### What makes this role unique?

This position provides complex secretarial duties and interacts at various times with each section staff member to accomplish a wide variety of administrative tasks as well as providing services to the public.

### What you will do:

- Format, proofread, complete the details of, and mail complex water rights correspondence and reports from rough drafts; compose letters, meeting notices, and agendas with a high degree of accuracy.
- Compile and produce reports, applications, schedules and other documents; proofread materials making corrections for sentence structure, spelling, grammar, and punctuation; provide secretary level support to the Section Manager, Unit Supervisors, and professional staff; ensure deadlines are met.
- Maintain correspondence and documents and follow up on work in progress, perform complex word processing tasks such as merging and sorting, integrating text with graphics, spreadsheet and database files, uploading and downloading, creating footnotes and outlines; use database software to develop and maintain documents, reports, and spreadsheets; use various operating systems and software to process technical manuscripts, reports and correspondence which include equations, formulas, structural representations, statistical tables, graphs, schematics and specialized terminology; provide information related to supervisors planning, organizing and operation of the department or unit; take meeting minutes.

- Establish or revise electronic or physical water right files, maintain re-filing accuracy of files within the central records, order supplies, equipment and printing, prepare and scan files to the water resources database and prepare files for electronic and physical delivery to archives, maintain municipal and water system plan documentation and binders.
- Records and Information Management: Follow agency policies, procedures, and guidance for managing electronic files, paper records, and email to meet records retention requirements and support the agency's ability to respond to public records requests.

## Qualifications

### **Required Qualifications:**

A high school diploma or GED **AND** two (2) years of increasingly responsible office experience requiring typing.

### **Special Requirements/Conditions of Employment:**

Possess and maintain a valid driver's license.

### **Desired Qualifications:**

We highly encourage you to apply even if you do not have some (or all) of the desired experience below.

- Skilled in computer/windows, Microsoft office suite, SharePoint, communication tools, word processing, filing, organizational skills, and comfortable using office equipment.

**Note:** Having some (or all) of this desired experience may make your application more competitive in a highly competitive applicant pool.

## Supplemental Information

**Ecology seeks diverse applicants:** We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified candidates from all backgrounds are encouraged to apply.

**Need an Accommodation** in the application and/or screening process or this job announcement in an alternative format?

- Please call: (360) 407-6186 or email: [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov) and we will be happy to assist.
- If you are deaf or hard of hearing you can reach the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.
- If you need assistance applying for this job, please e-mail [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov). Please do not send an email to this address to follow-up on the status of your application. You can view the latest status of your application on your profile's main page.
- **If you are reading this announcement in print format**, please enter the following URL to your search engine to apply: <https://ecology.wa.gov/About-us/Get-to-know-us/Jobs-at-Ecology>.

### **Application Instructions:**

It's in the applicant's best interest to **submit all of the documents listed below**. Applications without these documents may be declined.

- A cover letter describing why you are interested in this position.
- A resume outlining your experience and education (if applicable) as it relates to the minimum qualifications of this position.
- Three professional references.

**Please do NOT include your salary history.** Wage/salary depends on qualifications or rules of promotion, if applicable.

### **For Your Privacy:**

When attaching documents to your application (such as Resume, Cover Letter, Transcripts, DD-214, etc.):

- Please be sure to remove private information such as your social security number, date of birth, etc.

- Do not attach documents that are password-protected, as these documents may not be reviewed and may cause errors within your application when downloaded.

### **Additional Application Instructions for Current Ecology Employees:**

Please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2, and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

### **Application Attestation:**

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

### **Other Information:**

If you have specific questions about the position, please email **Heidi Cousens** at: [Heidi.Cousens@ecy.wa.gov](mailto:Heidi.Cousens@ecy.wa.gov). Please do not contact **Heidi Cousens** to inquire about the status of your application.

**To request the full position description: email [careers@ecy.wa.gov](mailto:careers@ecy.wa.gov)**

### **Why work for Ecology?**

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment. A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping your health and financial security a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to life/work balance.

Ecology employees may be eligible for the following:

[Medical/Dental/Vision for employee & dependent\(s\)](#), [Public Employees Retirement System \(PERS\)](#), [Vacation, Sick, and other Leave\\*](#), [11 Paid Holidays per year\\*](#), [Public Service Loan Forgiveness](#), [Tuition Waiver](#), [Long Term Disability](#) & [Life Insurance](#), [Deferred Compensation Programs](#), [Dependent Care Assistance Program \(DCAP\)](#), [Flexible Spending Arrangement \(FSA\)](#), [Employee Assistance](#)

[Program](#), [Commuter Trip Reduction Incentives \(Download PDF reader\)](#), [Combined Fund Drive](#), [SmartHealth](#) \*See the Benefits tab in this announcement for more information

**Student debt: how working for Ecology can help**

The Department of Ecology is a qualifying employer for the Public Service Forgiveness Program (PSLF). See <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more details.

To learn more about The Department of Ecology, please visit our website at [www.ecology.wa.gov](http://www.ecology.wa.gov) and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

**Collective Bargaining:** This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

**Equal Opportunity Employer:** The Washington State Department of Ecology 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, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

**Note:** This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.