

**State of Washington  
Dept. of Natural Resources  
invites applications for the position of:  
Forest Regulation Division & Forest  
Resilience Division Administrative  
Assistants**

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

**SALARY:** \$3,246.00 - \$4,324.00 Monthly  
\$38,952.00 - \$51,888.00 Annually

**OPENING DATE:** 10/27/22

**CLOSING DATE:** 11/14/22 11:59 PM

**DESCRIPTION:**



WASHINGTON STATE DEPARTMENT OF  
**NATURAL RESOURCES**



**Forest Regulation Division & Forest Resilience Division Administrative Assistants  
Recruitment #2022-10-5602/6614  
Full-time, Permanent, Represented positions  
Location: Natural Resources Building- Olympia, WA**

**Want to join something GREAT and make a difference?**

The Department of Natural Resources (DNR) has an exciting opportunity within our Executive Budget and Business Operations. We are looking for two high level Administrative Assistant professionals. These positions serve as the principal assistant with delegated authority performing administrative support duties – one for the division manager of the Forest Resilience Division and the other for the division manager of the Forest Regulation Division. These positions use independent judgment to accomplish assignments and solve problems. These positions provide key administrative functions to increase the capacity and efficiency of the respective division. This includes providing confidential administrative support for each division manager.

**DUTIES:**

**Responsibilities:**

These positions' responsibilities include direct support of the administrative activities in support of: one for the Forest Regulation Division Manager and the other for the Forest Resilience Division Manager. These posts are responsible for:

- records management
- report preparation

- scheduling
- meeting management
- statewide logistical coordination
- presentation preparation
- inventory reconciliation
- and external web design and updates

These two positions impact the ability of managers and supervisors in each division to meet deliverables, managing and directing staff in coordinating recruitment and hiring processes, maintaining certain employee records, and in providing accurate and timely information. Additionally, these two positions are responsible for performing human resource functions, providing IT support, and managing the administration functions within each division.

#### **What will we trust you with?**

- Valuing others, creating a positive work environment that allows each employee to teach other through trust, inclusiveness and equity
- Personal Accountability
- Compassionate Communication
- Inspiring Others
- Commitment to Excellence
- Detail-oriented and timeline driven processes, Customer Assistance, Critical Decision Making, Collaboration

## **QUALIFICATIONS:**

#### **Required Qualifications:**

- High school graduation or GED.  
AND Three years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work.  
OR Formal education will substitute year-for-year for experience.
- Experience supporting hiring managers and maintaining confidentiality when working with sensitive personnel information.
- Experience establishing priorities, tracking projects, establishing deadlines and holding staff accountable for assigned work.
- Working knowledge of:
  - Office organization, methods, and management principles.
  - Inventory control and records management.
  - Establishing office procedures, standards, priorities and deadlines.
  - Office space allocation and planning.
  - Human resource policies and rules, i.e. civil service reform, collective bargaining units (WPEA/WFSE).
  - IT authorization of software and licenses.
- Excellent organizational and communication skills (verbal and written).
- Demonstrated ability to function effectively as a team member.
- Experience in multi-tasking, managing short deadlines, and working independently in a fast-paced environment, with strong attention to details.
- Certification as a Public Notary within six months of employment.
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication
  - Inspire Others
  - Commitment to Excellence

#### **Working Conditions:**

- Travel for this position is minimal (less than 5%).

- Employees of the Department of Natural Resources (DNR) are required to be fully vaccinated against COVID-19 as a condition of employment. This position is based in an office/fieldwork setting and requires in-person attendance/interactions with no option for full-time telework. Please note that any offer of employment is contingent upon you providing verification of your vaccine status. No start date will be approved until you verify your status.

**Desired Qualifications:**

- Experience advising on specific courses of action, demonstrating awareness of potential impacts and liability, and experience developing consensus among parties.
- Demonstrated experience using professional judgment regarding the confidentiality of sensitive matters encountered within the course of business operations.
- Understands organizational structure and has experience functioning within a complex organization.
- Experience fostering working relationships within the division and among the division, executive management, other DNR organizations, other governmental entities and the public.

**SUPPLEMENTAL INFORMATION:****About the Department of Natural Resources (DNR).**

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion. With nearly 1,500 employees in locations throughout Washington, we manage and protect more than 5 million acres of state-owned forest, range, commercial, agricultural and aquatic lands.

**Our Vision** – Our actions ensure a future where Washington's lands, waters, and communities thrive.

**Our Mission** – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

**Our Core Values:**

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

**DNR provides excellent benefits, a few of those include:**

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

**Application Requirements:**

- To be considered you must apply online at [www.careers.wa.gov](http://www.careers.wa.gov) (Click on the APPLY button above). You must complete the entire online application to be considered for the position.
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired and special requirements.

- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include with resume.
- Complete all supplemental questions.

**Additional Information:**

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

The Department of Natural Resources 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 during the screening process or this announcement in an alternative format may contact DNR Recruiting staff at (360) 522-2500 or (360) 522-0143 or by email at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). Those with a hearing impairment in need of accommodation are encouraged to contact the Washington State Telecommunications Relay Service (TRS) at 1-800-833-6388 or [www.washingtonrelay.com](http://www.washingtonrelay.com).

**Check us out on:** [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

**Questions?** Please contact Erin Bell at [erin.bell@dnr.wa.gov](mailto:erin.bell@dnr.wa.gov) or e-mail us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov)

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855)524-5627 or email [CareersHelp@des.wa.gov](mailto:CareersHelp@des.wa.gov).

## **Forest Regulation Division & Forest Resilience Division Administrative Assistants Supplemental Questionnaire**

- \* 1. Please describe what interests you about the Department of Natural Resources.
- \* 2. Please describe what a diverse and inclusive work environment means to you.
- \* 3. Do you have a High school diploma or GED AND Three years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work? OR Formal education will substitute year-for-year for experience?
  - Yes
  - No
- \* 4. Please describe your experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work. If you do not have this experience please type N/A.
- \* 5. Do you have experience supporting hiring managers and maintaining confidentiality when

working with sensitive personnel information?

Yes

No

- \* 6. Do you have experience establishing priorities, tracking projects, establishing deadlines and holding staff accountable for assigned work?
- Yes  
 No
- \* 7. Do you have working knowledge of: Office organization, methods, and management principles, Inventory control and records management, Establishing office procedures, standards, priorities and deadlines, Office space allocation and planning, Human resource policies and rules, i.e. civil service reform, collective bargaining units (WPEA/WFSE), and IT authorization of software and licenses?
- Yes  
 No
- \* 8. Do you have demonstrated ability to function effectively as a team member?
- Yes  
 No
- \* 9. Do you have experience in multi-tasking, managing short deadlines, and working independently in a fast-paced environment, with strong attention to details?
- Yes  
 No
- \* 10. Please describe your work experience in: Ability to maintain confidentiality when working with sensitive information; Excellent organizational and communication skills; Ability to establish priorities, track projects, establish deadlines, and hold staff accountable for assigned work; and Ability to mentor office support, providing feedback on performance, coaching and guidance.
- \* 11. Where did you hear about this job posting?
- www.dnr.wa.gov  
 www.careers.wa.gov  
 WA WorkSource office or WorkSourceWA.com  
 Governmentjobs.com  
 Monster  
 Indeed  
 LinkedIn  
 Facebook  
 Twitter  
 College/university website/career fair  
 Handshake  
 Newspaper  
 Direct Email Notification  
 Statewide Employee Business Resource Groups (BRG)  
 Professional/Personal Network  
 Job Board  
 Job Fair  
 ZipRecruiter  
 Diversity Jobs  
 Other (please specify below)
12. If you answered "other" to the previous question, please specify how you learned of this employment opportunity in the space below.

\* Required Question