

Commissioners

Linda Oosterman – District 1

Russell E. Olsen – District 2

Chris Stearns – District 3



Providing safe, reliable, affordable, and sustainable service.

Position Title: **Administrative Assistant I**
Pay Range: \$3,757 - \$4,800 Monthly (\$21.68 – \$27.69 hourly)
Job Type: Full-time, Non-FLSA Overtime eligible, permanent
Department: Planning and Compliance
Location: 8421 Old Highway 99 SE, Tumwater, WA
Reports to: Director of Planning and Compliance
Closes: Open until filled

About Thurston PUD

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. We currently own and operate 275 water systems, serving over 7,850 families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County, and also own and operate water systems in Pierce and Lewis counties, one water system in King County, and a few water systems in Grays Harbor and Kitsap counties. The PUD is governed by three Commissioners, elected by the voters of Thurston County and elected to serve for 6 years. The Commissioners represent the three PUD Commission districts in Thurston County.

The District offers a competitive and comprehensive benefits package that includes medical, dental, vision, group term life insurance, short- and long-term disability coverage, State of Washington PERS 401(a) retirement plan participation, deferred compensation plans, a monthly commute trip reduction incentive.

Summary

The Administrative Assistant will provide administrative support and assistance for the District's Planning and Compliance and Field Operations department. The Administrative Assistant will assist in regulatory compliance matters, sampling, databases and files development and management, and with District planning; coordinate office clerical duties; type and process records, reports, memos and correspondence; process budget documents and other financial data and activities.

Essential Duties

- Provide administrative assistance and support to the Planning & Compliance and Field Operations departments.
- Maintain critical databases to include reviewing, editing, compiling and preparing various critical data and monthly reports
- Data entry and reports in the Vehicle Fleet Management Program

- Scan and email completed service orders
- Purchase office supplies, field supplies, and equipment
- Dispatch mass automated phone calls to customers
- Manage vehicle keys including duplicating and labeling
- Filing, file organization, and maintaining file folders
- Assist with map organization (map room)
- Research and track water connection summary data
- Responsible for coordinating field staff clothing purchases
- Manage PUD cell phones
- Create, compose, and email or mail correspondence and printed materials
- Update shared PUD calendar which includes on-call schedule, time off requests, and various other tasks
- Able to manage multiple priorities for different managers at a high level of efficiency and effectiveness
- Provide support in the creation and implementation of a water conservation program

Other Job Duties

- Customer service, answering phones, file maintenance, and electronic file cleanup as needed
- Mailing letters
- Follow and monitor new health standards and regulations
- Perform purchases of equipment and supplies as needed for field support
- Perform other duties as needed

Minimum Required Education/Experience/Abilities

- High School Diploma/graduation or GED
- Current and valid Washington driver's license
- Proficient in Microsoft Word, Excel, PowerPoint, SharePoint
- Two (2) years' experience of progressively responsible experience in office, clerical, secretarial, or general administrative work
- Demonstrated strong communication skills both written and verbal
- Demonstrated history of having a team-oriented work ethic
- Demonstrated ability to work under pressure and handle stressful situations tactfully
- Demonstrated ability to handle multiple tasks
- Demonstrated ability to meet deadlines

Preferred Knowledge, Skills and Abilities

- Experience in Microsoft Access
- Associates Degree or higher in business administration, public administration or closely allied field.
- High level of organization

- Perform duties with a high level of accuracy, thoroughness and completeness
- Understanding and working knowledge of Group A Public Water Systems, WAC 246-290, and Group B local regulations, or the ability to learn them within six months
- Ability to communicate technical information clearly and concisely to a variety of audiences, including but not limited to, customers, field and office employees, state, county and municipal oversight agencies' and management
- Ability to exercise discretion when handling sensitive, personal and financial information
- Ability to provide high level of customer service at all times
- Exemplifies and is committed to safe work practices
- Respond to customer complaints in a timely and courteous manner
- Able to do repetitive actions for extended periods of time

Physical Demands and Working Conditions

Work is performed in an office setting and field which is busy, oriented to public service and subject to constant work interruptions. Weekend and evening work and the ability to assist during emergency and disaster conditions will be required at times. Employees may work under the stress of continual public and/or interoffice contacts and pressure to meet timelines. While performing the duties of this job, the employee is frequently required to sit or stand for extended periods; see to read and analyze reports and spreadsheets; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, the ability to adjust focus and the ability to distinguish between shades of color. The noise level in the work environment is usually moderate.

Apply

To be considered for this position, please **fill out an application at www.ThurstonPUD.com** and submit a letter of interest, resume and references. Please email your completed application packet to Ruth Clemens at rclemens@thurstonpud.org or mail them to

Thurston PUD
Human Resources
1230 Ruddell Road SE
Lacey, WA 98503

You can also drop applications off to the address listed above.

This job positing will remain opened until filled.

For questions or other information related to this recruitment, please contact Director of Planning and Compliance Kim Gubbe at (360) 357-8783 x125. Prior to employment, a criminal history background check and reference checks will be conducted on the top candidates. The District is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

Supplemental Questionnaire

Position: Administrative Assistant I - Planning and Compliance

Please select your highest level of education from the choices below.

- High School Diploma or Equivalent
- Associate Degree
- Bachelor's Degree
- Master's Degree or Higher

Do you have experience working in an office that handled confidential information?

- Yes
- No

Do you have at least 2 years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting or general administrative work?

- Yes
- No

Please select all that apply. I have experience with the following:

- Creating and editing professional business correspondence in Microsoft Word or other software
- Developing spreadsheets
- Preparing PowerPoint or other presentation materials
- Managing and prioritizing calendars
- Answering and transferring calls
- Making travel arrangements
- Scanning documents and data entry
- None of these Apply

How did you hear about this job opportunity?

- Thurston PUD Website
- The Olympian
- WorkSource Center or Website (WorkSourceWA.com)
- PUD Employee
- Professional/Personal Network
- Monster.com
- LinkedIn
- Craigslist
- Indeed
- Other _____

Which of the following best describes your experience proofreading, editing, reviewing and evaluating documents?

- I have LESS than one year of experience.
- I have one to two years of experience.
- I have two to three years of experience.
- I have OVER three years of experience.

Which one of the following best describes your work experience in an office environment where you were responsible for performing several tasks simultaneously while having continual interruptions?

Examples: Supporting professional staff, having competing deadlines, directing calls or visitors, processing paperwork, scheduling meetings, and making travel arrangements.

- I have LESS than one year of experience.
- I have one to two years of experience.
- I have two to three years of experience.
- I have OVER three years of experience.

Which one of the following computer programs have you used for at least one year in a work environment? Select all that apply.

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft SharePoint
- Microsoft Access
- None of the above applies to me

Which one of the following best describes your highest level of Microsoft Excel skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)

I do not have enough skills to meet the definition of the Basic level below

- BASIC: Create basic worksheets; create basic formulas; use basic functions; modify and format a worksheet; print workbooks
- INTERMEDIATE: Use advanced formulas; organize tables and worksheets; create and modify charts; analyze data using Pivot tables and Pivot Charts; insert and modify graphic objects in a worksheet
- ADVANCED: Create and edit macros; conditional formatting; apply data validation criteria; able to protect, share and merge files; trace cells and troubleshoot formula errors; uses data list outline; consolidate data and link workbooks; export and import text files and XML data; import data from the Web and create Web queries; analyze data using trend lines, Sparklines and scenarios
- EXPERT: Able to use and train others in all Excel functions listed above and uses advanced formulas, functions and arrays; uses information, date and time functions; uses advanced editing

and formatting; advanced chart formatting; runs solver models and reports; embed and link information; set up customization including automation

Which one of the following best describes your highest level of PowerPoint skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)

I do not have enough skills to meet the definition of the Basic level below

- BASIC: Create, save, preview and print
- INTERMEDIATE: Create slides; format text; add and modify graphics; create tables in presentation; imports charts
- ADVANCED: Customize environment; set up a slide master; create custom layouts; add headers and footers; insert and modify SmartArt graphics; add special effect; customize slide animations; customize a design template; convert to video; secure and distribute
- EXPERT: Able to use and train others in all PowerPoint functions listed above

Which one of the following best describes your highest level of Microsoft Outlook skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)

I do not have enough skills to meet the definition of the Basic level below

- BASIC: Compose email messages; send and respond to messages; organize email into folders; create contact information; schedule appointments; schedule meetings, manage tasks and notes
- INTERMEDIATE: Set calendar options; sort, find and filter messages; create distribution lists; share and delegate folder access; customize toolbar, menu bar, quick access tool bar and the To-Do bar; customize message options; use the journal entry to track and record; assign, reply and track tasks; create public folders and send and post information
- ADVANCED: Personalize with stationary and themes; create signatures; configure email security settings; group items and create search folders; apply conditional formatting; manage data files; create mail merge using contacts; archive messages
- EXPERT: Able to use and train others in all Outlook functions listed above

Which one of the following best describes your highest level of Microsoft Word skills? (To qualify for the Intermediate level, you must also be able to perform the functions at the Basic level; to qualify for the Advanced level, you must also be able to perform the functions at Basic and Intermediate levels; to qualify for the Expert level, you must also be able to perform the functions at the Basic, Intermediate, and Advanced levels.)

I do not have enough skills to meet the definition of the Basic level below

- BASIC: Create, save, preview and print a basic document; edit selected text; change font appearance; highlight text; format paragraphs with tabs, borders, shading and styles; page setup, use auto correct
- INTERMEDIATE: Insert graphic objects and visual effects to a document; add tables to a document or convert tables to text; add watermarks, borders, headers and footers; use the word look up (thesaurus, dictionary); customize tables and charts; modify pictures in document; create customized graphic elements; use templates
- ADVANCED: Insert content using quick parts; control text flow; perform mail merge function; uses macros for tasks; insert cover pages and table of contents; track changes and comments; insert bookmarks, footnotes and endnotes; add hyperlinks; cross-references and citations; link documents to excel worksheets; send document to PowerPoint; merge documents; redaction function; hide text; add digital signature, restrict access and use passwords; create, protect and automate forms
- EXPERT: Able to use and train others in all Word functions listed above

What is your typing speed in words per minute (WPM)? (As part of the screening process, candidates may be asked to provide verification of a timed typing test to validate claimed skills.) To determine your typing speed, see the link under the Supplemental Information on the Job Announcement.

- 0-39 WPM
- 40-49 WPM
- 50-59 WPM
- Over 60 WPM

Do you have any experience working within the legislative and rule making process in a government setting?

- Yes
- No

Do you have any formal project management coursework?

- Yes
- No

Which of the following best describes your experience proofreading, editing, reviewing and evaluating documents?

- I have 5 months or less of this experience
- I have 6-11 months of this experience
- I have 12-23 months of this experience
- I have 24 or more months of this experience

Which of the following best describes your experience making travel arrangements and preparing documentation?

- I have 5 months or less of this experience
- I have 6-11 months of this experience
- I have 12-23 months of this experience
- I have 24 or more months of this experience

As part of the pre-employment process, are you willing and able to undergo a criminal history background investigation? This would include a criminal records check.

- Yes
- No



APPLICATION FOR EMPLOYMENT

Public Utility District No. 1 of Thurston County
1230 Ruddell Rd SE
Lacey, WA 98503

Main: (360) 357-8783 or Toll Free: (866) 357-8783
E-Mail: PUDcustomerservice@thurstonpud.org

Public Utility District No. 1 of Thurston County is an Equal Employment Opportunity employer. Qualified applicants will receive consideration for employment without discrimination based on color, race, gender, national origin, religion, age, disability status, or by any other bases protected by local, state, or federal law. **Please complete this application as legibly as possible, and answer all questions to the best of your ability.**

Legal Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip

Physical Address: _____
(if different) Street City State Zip

Primary Phone: _____ Alternate Phone: _____

E-Mail Address: _____

Have you ever been employed by Public Utility District No. 1 of Thurston County in the past? Yes No

If yes, when? _____

Are you related to a current PUD employee? Yes No

If yes, please list the employee's name and your relationship: _____

EDUCATION

	Institution Name/Address	Degree/Major	GPA
High School Graduate? <input type="checkbox"/> or GED? <input type="checkbox"/>			
College or University			
Technical School			
Other			
Other			

EMPLOYMENT

Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:
Name: Address: Supervisor: Phone:	Dates Employed: From – To –	Position: Duties:

May we contact your present and/or your former employers? Yes No

What position are you applying for? _____

Are you able to perform the essential functions of the position with or without accommodation? Yes No

Are you legally eligible for employment in the United States? Yes No

If necessary for the job, are you able to work overtime or serve on call? Yes No

If you are offered a position with the PUD, after how many days will you be able to report to work? _____ days

If you are applying for a position where you will be expected to drive on duty, do you have, or can you obtain, a valid Washington State Driver's License?

Yes No Not Applicable

.....

Please list four references unrelated to you (include employers, supervisors, or coworkers, business association, etc.).

Name	Occupation	Address	Contact Number

SKILLS AND QUALIFICATIONS

Please indicate if you have any of the qualifications/certifications listed below.

First aid/CPR Certification? Yes No If yes, expiration date: _____

Class A CDL Driver’s License? Yes No If yes, expiration date: _____

Waterworks Operator Certifications? Yes No

Cross Connection Control Certification? Yes No

If yes to the above question, please list license number(s), designation, and level achieved: _____

Clerical/Office Experience

Please list the names of the computer software programs in which you are proficient.			
Please list any experience you may have in cashiering, customer service, and records management capacities.			
Please list any experience you may have in bookkeeping or accounting capacities.			
How many WPM are you able to type?		Are you proficient with a ten-key calculator? (yes or no)	

Professional/Technical Experience

Please list any experience you may have in a managerial capacity, which includes the supervision of employees.			
Please list any technical experience you may have related to engineering, surveying, electronics, computer networking/programming, telecommunications, etc. Please include how many years of experience you have.			

Craft/Maintenance Experience

Please list any craft and/or maintenance experience you may have related to water system treatment, pump and water system maintenance, telemetry and labor work such as landscaping, meter reading, mechanics, equipment operation, etc. Please include how many years of experience you have.			
--	--	--	--

Please list any experience you may have with specific equipment or machinery (i.e. backhoe/front end loaders, vactors, trenchers, forklifts, cranes, calibration equipment, welders, etc.)	
--	--

Please list any specific training you have completed that isn't already listed on this page or the previous page.

Please list any special qualifications or skills that you believe would help you succeed in this position.

.....

To the best of my knowledge, the information herein is true and complete. If necessary for employment, I agree to provide my birth certificate or other proof of authorization to work in the United States. I understand that I may be required to have a physical examination as a part of the hiring process. I further understand that I may be tested for the presence of drugs as part of the pre-employment screening if I am applying for a safety sensitive position or one which requires a Commercial Driver License. I authorize investigation of all statements in this application. I understand that providing false information on this application is grounds for disqualification and/or dismissal. I understand that nothing in this application or my communications with any Thurston PUD official is intended to create an employment contract between Thurston PUD and me.

Signature of Applicant

Date

.....

Please return this application along with any supporting documents (if required) to Public Utility District No. 1 of Thurston County (Thurston PUD) at:

Thurston PUD
 1230 Ruddell Road SE
 Lacey, WA 98503
 Fax: (360) 357-1172
 E-Mail: PUDcustomerservice@thurstonpud.org