



## **Administrative Assistant**

*Permanent, Full-Time*

*\$33,600 - \$42,900, Depending on Qualifications*

*Includes a competitive benefit package*

**Application Deadline: December 31, 2022**

**Intended Start Date: February 1, 2023**

**Thurston Conservation District is looking for a reliable, organized, and friendly team player who will support the work of TCD's staff and board and provide general assistance to the public.**

Since 1948, Thurston Conservation District (TCD) has been promoting non-regulatory and voluntary environmental stewardship among community members in Thurston County. We are a cohesive team of passionate individuals committed to finding and coordinating resources that meet the needs of the local community while conserving soil, water, and other natural resources.

### **POSITION DESCRIPTION**

The Administrative Assistant will join our Finance and Administration team and will assist TCD's board and staff with administrative functions, provide general information and assistance to the public, assist the Soil Health and Food Processing equipment rental programs, and ensure that District facilities and vehicles are maintained.

This position description provides a general outline of the job duties and qualifications and is not intended to be comprehensive. Eligibility for this position is contingent upon the individual's ability to perform the job duties with or without reasonable accommodation. This position requires frequent sitting, standing, lifting up to 50 lbs., and occasional weekend and evening work.

### **DUTIES & RESPONSIBILITIES**

The Administrative Assistant will perform the following duties:

- Provides front desk reception and responds to telephone calls and emails from the public
- Prepares, distributes, and posts board packets, attends and records board meetings, and drafts meeting minutes
- Provides administrative support to staff
- Develops and documents administrative processes
- Updates and formats the Thurston Conservation District policy manual
- Responsible for coordinating facility cleaning, maintenance, and repairs
- Procures office and cleaning supplies, furniture, and equipment
- Facilitates equipment and tool rental reservations
- Processes soil test samples
- Coordinates TCD vehicle repairs and maintenance
- Processes and files District documents
- Tracks office furniture and equipment inventory

### **MINIMUM QUALIFICATIONS**

We're looking for someone with a positive, friendly, and professional attitude who is excited to work with and assist our team and interact with all members of our community. A minimum of an Associates or technical degree and a minimum of 1 year of related experience; OR high school diploma with a minimum of two (2) years experience is required. Qualifying experience can come from a combination of educational experiences, volunteer positions, lived experience, and paid positions. Applicants who feel they would thrive in this position are encouraged to apply.

The successful candidate must possess the following skills and experience:

- Accurate typing and data entry skills
- Friendly customer service
- Detail-oriented organizational and record management skills
- Facility maintenance experience
- Familiarity with office phone systems, printers and copiers, and bulk mail machines
- Experience utilizing Microsoft Suite software (Word, Excel, Outlook, and PowerPoint)

**Desired Qualifications**

- Bi-lingual
- Basic understanding of vehicles and vehicle maintenance
- Experience with WordPress and Smartsheet programs

**EQUAL OPPORTUNITY WORKSPACE**

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. All candidates receive consideration without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

**SCHEDULE & WORKING CONDITIONS**

This position is permanent, overtime non-exempt, and full-time (40 hours per week). The administrative assistant provides reception at the District office from 8:00 am to 4:30 pm, Monday through Friday.

**COMPENSATION & BENEFITS**

*\$33,600 - \$42,900, Depending on Qualifications*

The Thurston Conservation District observes thirteen (13) paid holidays (including two personal holidays). Employees also accrue sick and vacation leave. The District offers medical, dental, vision, and life insurance coverage for employees, with an option to cover 75% of spouse or dependent coverage. Thurston CD employees participate in Public Employees Retirement System (PERS). Staff also has access to a Deferred Compensation Program (DCP). This position is represented by the Washington Federation of State Employees, AFSCME Council 28. The current Collective Bargaining Agreement can be found here: <https://www.thurstoncd.com/wp-content/uploads/2021/12/Final-Signed-CBA-TCD-2022-2024-1.pdf>

**TO APPLY**

Please submit:

1. Resume
2. Cover letter - not to exceed one page.
3. Three (3) professional references

Applications will be reviewed upon receipt and interviews may begin prior to the application deadline.

Applications are due by the end of day on December 31, 2022

Send application materials electronically (please no paper copies) to: [job-applications@thurstoncd.com](mailto:job-applications@thurstoncd.com)

Please include **Administrative Assistant – YOUR NAME** in the subject line.

TCD is an Equal Opportunity Employer. Please let us know if you need any accommodation to participate in the application process.

**We sincerely thank you for your interest in working with the  
Thurston Conservation District team!**