

Office of Lieutenant Governor **Administrative Assistant**

The Office of Lieutenant Governor in Olympia, WA has an immediate job opening for an Administrative Assistant. This is a full-time permanent, exempt position. Women and minority candidates strongly encouraged to apply.

JOB DESCRIPTION

Responsibilities include but are not limited to:

- First point of contact for all interaction with the Office of Lieutenant Governor, including greeting and welcoming all visitors.
- Provide administrative support for a staff of five advanced professionals.
- Answer telephones, monitor lieutenant governor's e-mail inboxes and relay messages.
- Distribute incoming mail/correspondence.
- Assist with constituent services.
- Provide administrative support for the Legislative Committee on Economic Development and International Relations. Includes preparing briefing books, making travel arrangements, support for audiovisual needs.
- Arrange quarterly art exhibits for the lieutenant governor's Art Council, to be displayed in Office of Lieutenant Governor. Coordinate with the chair of Art Council on selection and of artists and displays.
- Provide administrative support for the office for the Combined Fund Drive, coordinate parking/transportation, and attend monthly tenant meetings.
- Prepare correspondence for the lieutenant governor and proofread and print correspondence for other staff.
- Provide backup support for accounts payable/receivable and payroll.
- Establish and maintain electronic/ paper files and contact database.
- Manage and inventory supplies.
- Other duties as assigned.

QUALIFICATIONS:

Successful applicants must be self-motivated team players with an exceptional attendance record and strong writing skills. Demonstrated ability to multi-task and superb organizational skills are required. Friendly, outgoing, professional and courteous manner required. Computer skills must include proficiency with Microsoft Word and Outlook and a working knowledge of Excel and PowerPoint are desirable. A BA/BS degree is preferred. A working knowledge of and interest in politics, state government and the legislative process strongly preferred. Two years minimum of related work experience required.

SALARY is dependent on experience.

INTERESTED CANDIDATES should send a cover letter, resume, references and 1 writing sample to:

Ken Camp
Office Director
Office of Lieutenant Governor Brad Owen
220 Legislative Building
PO Box 40400
Olympia, WA 98504
E-mail: ken.camp@leg.wa.gov

DEADLINE for applications is 5pm on June 30, 2014.