

ACRE and CEC Administrative Assistant (Administrative Assistant 3)



Salary

\$41,724.00 - \$55,584.00 Annually

Location

Thurston County – Lacey, WA

Job Type

Full Time - Permanent

Remote Employment

Flexible/Hybrid

Job Number

2024-SEA5007-12687

Department

Dept. of Ecology

Division

Shorelands and Environmental Assistance

Opening Date

11/13/2024

Closing Date

11/20/2024 11:59 PM Pacific

Salary Information

The high end of the salary range, Step M is typically a longevity step

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Description



Keeping Washington Clean and Evergreen

The [Shorelands & Environmental Assistance](#) (SEA) program within the Department of Ecology is looking to fill a **ACRE and CEC Administrative Assistant (Administrative Assistant 3)** position. This position is located in our **Headquarter** in [Lacey, WA](#). Upon hire, you must live within a commutable distance from the duty station.

How would you like to have an opportunity for a rewarding career where you can make a difference in the protection of Washington's shorelands, wetlands, and floodplains by supporting Ecology's Clean Energy and Applied Coastal Research and Engineering Sections? In this dynamic role, you'll assist Section Managers and staff by coordinating trainings and travel arrangements, handling personnel actions, organizing meetings, managing workspaces, and facilitating environmental document reviews. You will play a key role in helping Section Managers effectively manage resources by making purchases and documenting expenses. The wide-ranging responsibilities will help you sharpen your organizational and problem-solving skills while growing your knowledge of state government processes, environmental standards, and climate resilience efforts. This position offers a unique opportunity to develop these skills while directly contributing to Washington's environmental protection and conservation goals. Your work here will pave the way for career growth in environmental management and public administration.

Agency Mission: The mission of the Department of Ecology is to protect, preserve and enhance Washington's environment for current and future generations.

Program Mission: The mission of the **Shorelands and Environmental Assistance Program** is to create community conservation partnerships to protect and restore our shorelands, wetlands, and floodplains.

Tele-work options for this position: This position will be eligible for up to an 80% tele-work schedule. Pending coordination and approval by the position's Supervisor. Applicants with questions about position location options, tele-work, and flexible or compressed schedules are encouraged to reach out to the contact person listed below in "other information." Schedules are dependent upon position needs and are subject to change.

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](#) *[Click here for more information](#)

About the Department of Ecology

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. To learn more, check out our [Strategic Plan](#).

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.
- Opportunities to serve your community and make an impact through meaningful work.

Our commitment to DEIR

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.

Duties

What makes this role unique?

In this role, you will blend high-level administrative responsibilities with a mission-driven focus on renewable energy and coastal climate resilience. This role will be both dynamic and challenging, requiring meticulous attention to detail across varied tasks. You'll be at the center of Section operations, helping teams work effectively toward critical environmental goals.

What you will do:

- Provide high level and confidential administrative support to Section Managers and Unit Managers.
- Assist professional level employees in Sections by performing higher-level administrative review and processing of environmental documents.
- Coordinate hiring and other personnel actions for the ACRE and Clean Energy Sections.
- Facilitate approval of staff timekeeping, training, purchases, and travel.
- Facilitate purchase of equipment and gear; serve as liaison between Sections and Ecology's fiscal department; help document expenditures to support Section's budget management.
- Develop section trainings, visual aids, or other guidance materials for various administrative tasks.

- Maintain Section SharePoint site.

Qualifications

Required Qualifications:

Years of required experience indicated below are full-time equivalent years. Full-time equivalent experience means that any experience where working hours were less than 40 hours per week will be prorated in order to meet the equivalency of full-time. We would calculate this by looking at the total hours worked per week, divide this by 40, and then multiply by the total number of months worked. Examples of the proration calculations are:

- 30 hours worked per week for 20 months: $(30/40) \times 20 \text{ months} = 15 \text{ months full-time equivalent}$
- 20 hours worked per week for 12 months: $(20/40) \times 12 \text{ months} = 6 \text{ months full-time equivalent}$

Experience for both required and desired qualifications can be gained through various combinations of formal professional employment, education, and volunteer experience. See below for how you may qualify.

A total of 4 years of experience and/or education as described below:

- **Experience:** in clerical, secretarial, bookkeeping, accounting, or general administrative office work experience.
- **Education:** A High School Diploma or GED or college credits towards a degree in business administration, public administration or closely allied field.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree As Described Above	Years of required experience As Described Above
Combination 1	High School Diploma or equivalent, no college credit hours or degree	4 years of experience

Combination 2	30-59 semester or 45-89 quarter credits	3 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree)	2 years of experience
Combination 4	90-119 semester or 135-179 quarter credits	1 year of experience
Combination 5	A Bachelor's Degree or above	No experience required

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

- Experience working with administrative procedures within a state or other governmental agency.
- Experience working with technical staff and issues related to the environment, natural resources, science, law, or policy.
- Experience with web-based on-line collaborative tools such as Sharepoint, WebEx, Skype and Teams, and Zoom.

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

Ecology does not use the **E-Verify** system; therefore, we are not eligible to extend STEM Optional Practical Training (OPT). For more information, please visit www.uscis.gov

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 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. 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.
- A list of three professional references.

Note: References will only be contacted during the final steps of the recruitment process for candidates selected as finalists. References will not be contacted without the candidate's formal authorization.

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 **Michelle Gostic** at: Michelle.Gostic@ecy.wa.gov Please do not contact **Michelle** to inquire about the status of your application. To request the full position description: email 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. To learn more about The Department of Ecology, please visit our website at 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.