



### **Where is the OST Located?**

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

### **OST Profile:**

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

**POSITION:** Office Assistant 3

**SALARY:** \$25,932 to \$33,468 Annual (DOQ)

**LOCATION:** Olympia, Washington

**OPENS:** Jun 16, 2015

**CLOSES:** Open Until Filled

**Application packets will be reviewed as they are received. Candidates are encouraged to apply early as the OST reserves the right to make an appointment anytime during the recruitment.**

---

***The Office of the State Treasurer (OST) is looking for a candidate to serve as one of two front office staff located in Olympia. Successful candidates will have:***

- ***excellent customer service skills***
- ***strong interpersonal communication skills***
- ***the ability to multi-task, take initiative, exercise good judgment and make sound decisions***
- ***Be open to change and challenges***
- ***experience with Microsoft Office (particularly Word, Excel and PowerPoint).***

### **Scope of Responsibility**

Performs a variety administrative/secretarial functions and activities within the OST legislative building office. Works independently, exercises good judgment and makes sound decisions within scope of responsibility.

### **Essential Functions**

- Perform and coordinate office administration functions for the OST legislative building office, such as, greeting visitors, answering phones, ordering supplies, etc.
- Process all incoming and outgoing office mail.
- Perform daily cashier and vault activities.
- Perform administrative and secretarial functions in support of staff and divisions located in the OST legislative building office.
- Serve as the Emergency Coordinator for the OST Legislative Office and attend the Safety/Wellness Committee meetings.
- Serve as the agency's Employee Transportation Coordinator (ETC) and Combined Fund Drive Coordinator.
- May serve as records specialist and coordinator managing and maintaining all records for the Legislative Building staff.
- Perform back-up duties for other staff as necessary.

**OST Offers...**

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

***The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons needing assistance in the application process, or those needing this announcement in an alternative format, please contact Rich Jones, OST Human Resource Office, at (360) 902-9004 or fax (360) 704-5104, or via email to [Rich.jones@tre.wa.gov](mailto:Rich.jones@tre.wa.gov)***

**Special Note:**

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

**Desirable Qualifications**

A high school diploma or equivalent and two years of clerical experience providing customer service and responding to inquiries regarding procedures or services.

AND

Working knowledge and experience using Microsoft Suite applications, particularly Word, Excel and PowerPoint.

**To be considered for this position, please submit:**

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above (no more than two pages).
- A chronological resume with employment dates included.
- A completed OST application form with valid contact information for previous employers.

**Send materials to:**

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer  
Attention: Rich Jones  
P.O. Box 40200  
Olympia, WA 98504-0200

email: [Rich.jones@tre.wa.gov](mailto:Rich.jones@tre.wa.gov)

or fax 360-704-5104

Application materials will be screened for the purposes of determining who will be selected for an interview.