

State of Washington

Public Employment Relations Commission

Office Assistant 3 - \$2161 - \$2789 per month, DOQ

POSTING DATE November 1, 2013
CLOSING DATE November 15, 2013
LOCATION Olympia, Washington

MISSION

The Public Employment Relations Commission (PERC) is a general government agency of the state of Washington. The mission of PERC is to prevent or minimize the disruption to public services by the impartial, timely and expert resolution of labor-management disputes.

POSITION

Under general supervision, the successful incumbent will independently perform a variety of complex clerical projects and assignments such as preparing, reviewing, verifying and processing documents and/or financial records; and maintaining electronic data base and paper files. The incumbent will have exceptional customer service skills and will be required to respond to inquiries that need substantive knowledge of office/departmental policies and procedures.

DUTIES

- Audit case files
- Scan documents into data bases
- Review agency invoices for processing
- Answer agency telephone and responds to inquiries
- Greet clientele and general reception duties

REQUIRED QUALIFICATIONS

- Two years clerical experience
- High school graduation or equivalent

PREFERRED QUALIFICATIONS

- A strong attention to detail
- Accurately type a minimum of 35 words per minute
- One year of experience using Microsoft Office

APPLICATION PROCESS

Please include the following in your application package:

- current resume
- name and phone number of three professional references
- letter of interest to include a description of how you meet the qualifications (not to exceed 3 pages)

Submit application package to: (electronic submission is preferred)

Public Employment Relations Commission
Diane Tucker, Human Resources Manager @ diane.tucker@perc.wa.gov

or mail to:

Public Employment Relations Commission
Diane Tucker, Human Resources Manager
PO Box 40919
Olympia WA 98504-0919

The Public Employment Relations Commission encourages diversity in the workplace.



VISION

**LEADERS AND PARTNERS
IN IMPROVING PUBLIC SECTOR
LABOR-MANAGEMENT RELATIONS**

VALUES

EXCELLENCE
INTEGRITY
NEUTRALITY
CREDIBILITY
RESPECT
BALANCE

INSURANCE

Employees and families are covered by medical, dental, vision, basic life insurance, and basic long-term disability insurance plans approved by the Public Employees Benefits Board (PEBB). Employees may purchase additional life insurance and long-term disability insurance at special group rates.

Additional information is available at
www.hca.wa.gov

RETIREMENT

Choice of state retirement plans. Visit www.drs.wa.gov

ACCOMMODATION

Persons needing accommodation in the application process or this announcement in an alternate format may contact Diane Tucker at (360) 570-7335 or diane.tucker@perc.wa.gov

Visit our website for more information about PERC
www.perc.wa.gov