



### **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.

**POSITION: SECRETARY SENIOR**

**SALARY: \$30,276 to \$38,988 DOQ**

**LOCATION: Olympia, Washington**

**OPENS: Monday, May 20, 2019**

**CLOSES: Friday, May 31, 2019, 5:00 pm**

***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 Outlook, Word, Excel and PowerPoint).***

### **Scope of Responsibility**

Perform a variety of complex administrative functions and activities within the OST main office. Initiate action to ensure work unit and/or office goals are met. Frequent contact with the public, state agencies, legislative staff, attorneys, financial advisors, etc. Independent completion of assignments that require substantive knowledge of a variety of regulations, rules, policies, procedures, processes, materials, or equipment.

### **Essential Functions**

- Perform and coordinate office administration functions for the OST legislative building office, such as, greeting visitors, answering phones, ordering supplies, etc.
- May maintain calendar(s) and make appointments; schedule and arrange meetings; make room reservations.
- 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.
- Combined Fund Drive Coordinator.
- May serve as records specialist for the Legislative Building staff.
- Perform back-up duties for other staff as necessary.

Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at <http://tre.wa.gov>.

**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. For general recruitment questions, or persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Nadine Sordahl, OST Human Resource Office, at (360) 902-8919 or fax (360) 704-5149, or via email to [ostrecruitment@tre.wa.gov](mailto:ostrecruitment@tre.wa.gov)***

**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 Office applications, particularly Outlook, Word, Excel and PowerPoint.

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

- A letter of interest explaining how you meet the qualifications of this position.
- A completed OST application form with valid contact information for previous employers.

**Send materials to:**

**Email** (preferred): [OSTRecruitments@tre.wa.gov](mailto:OSTRecruitments@tre.wa.gov)

**Mail:**

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

Or, **Fax:** (360) 704-5149

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

**Special Note:**

Applicants who are determined to be finalists will be required to undergo a thorough background check as part of the pre-employment selection process.

If you have any questions regarding this recruitment, please contact Nadine Sordahl at [nadine.sordahl@tre.wa.gov](mailto:nadine.sordahl@tre.wa.gov) or (360) 902-8919.