

Working Title: Administrative Assistant 4 – Part Time
Agency: Freight Mobility Strategic Investment Board
Recruitment Number: 2012-HQ-030
Location: Olympia
Salary: \$17.07 - \$22.38* per hour depending on qualifications
Opening Date: Tuesday, March 6, 2012
Closing Date: Sunday, March 11, 2012

Position Profile: The Freight Mobility Strategic Investment Board (FMSIB) Office is seeking a part-time Administrative Assistant 4 to serve as the assistant on administrative matters for the director and board members including providing office coverage, running, preparing and maintaining various governmental meetings, reports, planning and supporting board activities, etc. In the absence of the director, the future incumbent may be delegated to represent the agency in interagency meetings.

From the hiring authority's perspective, viable and competitive candidates should meet or exceed many of these desirable qualifications:

- Previous administrative support experience.
- Familiarity with legislative documents schedules and process.
- Experience working with a board or committee.
- Excellent computer skills, especially in Microsoft Office Suite.
- Strong attention to detail, especially in written communications and reporting.
- Excellent communication skills with the ability to speak to diverse groups of people.

Be prepared to provide references at the time of interview.

Application assessment will be ongoing and the hiring authority reserves the right to offer the position at any time during the recruitment process. It is to the applicant's advantage to apply as early as possible.

****From July 1, 2011 through June 29, 2013 a 3% temporary salary reduction is in effect for most state positions. For more information, [click here](#).***

How to Apply: To apply for this position, please send your resume and letter of interest describing how you meet the qualifications for this position to HQHR@wsdot.wa.gov with a subject line of: 2012-HQ-030. For questions please email the address above or call Michaela Holmberg at 360-705-6932.

The Freight Mobility Strategic Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons with disabilities needing assistance in the application process, or those needing this job announcement in an alternative format may call the Recruitment and Retention Section, Office of Human Resources, at 360.705.7064 or email at jobinfo@wsdot.wa.gov.