

# WA STATE PARKS AND RECREATION COMMISSION NOW HIRING TO FILL THE POSITION OF:

## Administrative Assistant 2 at Lake Sammamish State Park



Opening Date: 12-1-2021 Closing: Open until filled

Full-Time- Permanent

Salary Range: \$2,929.00—\$3,792 Month

Location: Lake Sammamish State Park, King County, Issaquah



This position provides support and oversight of daily administrative operations for the Cascade Foothills Area and is the principle administrative assistant to the Park Area Manager. This position also provides supportive services to staff within the Park Area. The AA2 will act as the Park Area expert in the areas of customer service, financial compliance and oversight, and administrative management. **APPLY AT:** [www.careers.wa.gov](http://www.careers.wa.gov). Use reference number 14220 when searching for this job announcement.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree in business administration, public administration, or closely related fields.
- Two (2) years of office experience at the senior clerical level or higher.
- A valid unrestricted (except for corrective lenses) driver's license.
- Skilled in the use of Microsoft Office products that include Word, Excel, and Outlook.
- Must have the ability to lift and carry materials weighting up to 40 pounds.

*\* Additional clerical or office work experience may be substituted for education on a year-by-year basis.*