Office of Financial Management
P.O. Box 43113
Olympia, Washington 98504-3113

Exempt Recruitment Announcement

Position: **Word Processing Specialist**

Office of Financial Management/Labor Relations Office

Location: **Olympia, Washington**

Position Overview: **The Labor Relations Office is currently recruiting to fill a vacant Word Processing Specialist position. This is a busy administrative support position and provides support for Labor Relations Office staff. This position requires a high standard of ethics, integrity and professionalism.**

This position is responsible for complex word processing support in a fast-paced, multi-staff office whose purpose is to support labor relations related to state employment involving all major state agencies and employee organization groups. Work product will be focused on text processing using legislative format (track changes) with progression to final professional report development and production in a Microsoft products environment (Word, Excel, PowerPoint, Access, Publisher). The incumbent will be required to develop and provide a means for ultimate version control amongst various active text documents. Plans and organizes work; providing skilled proofreading capability.

All work is of a confidential nature.
Other word processing assignments and projects as required (flow charts, data base, graphs, and tables). Web site maintenance and support work.

This position will also provide support to Labor Negotiators and other support duties as required.

Desirable Qualifications:

Ability to work both independently and as a member of a unified working unit requiring minimal supervision. Ability to maintain professional and confidential work methods and manner at all times. Ability to maintain a positive and productive outlook within fluctuating work periods; especially within severe deadlines. HTML and website support experience required. May require overtime or work schedule fluctuation as well as travel. High School Graduation or equivalent. Minimum of five years direct experience with complex word processing responsibilities. Experience in state government or legal profession preferred.

Salary/Benefits:

Compensation for this position $2,750.00 to $3,100.00 monthly. The position provides comprehensive state benefits, including vacation and sick leave; health, life, and disability insurance; retirement; social security; and military leave

Process:

Interested applicants should submit the following:
(1) a letter of interest, describing specific qualifications for the position;

(2) a current resume, detailing experience, education, and current salary;

(3) a list of three professional references with current telephone numbers; and

(4) Personal Data sheet, located at www.ofm.wa.gov/jobs/datasheet.doc to:

Employee Services, Office of Financial Management, P.O. Box 43113, Olympia, WA 98504-3113 or email Susan.Latham@OFM.WA.GOV or FAX 360-664-7660. No later than close of business October 6, 2006.

The top candidates will be invited to an interview to determine the finalists for this position. Since the selection will be based on information provided by the candidates, it is in the candidate's best interest to address the desirable qualifications of the job as they apply to their knowledge, skills, and abilities.

NOTE: The Personal Data Sheet is Microsoft Word 97 format. If you don't have Word 97 or compatible software, a free viewer is available at the Microsoft Web site.

This position is exempt from Civil Service.

The Office of Financial Management 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 of disability needing assistance in the application process, or those needing this job announcement in an alternative format, may call 360/664-7659 or the Telecommunications Device for the Deaf 360/664-3649.