



WASHINGTON STATE
"Your employer of choice"

Office of Financial Management
Olympia, Washington

NOW HIRING
Open till closed

LUCA ADMINISTRATIVE INTERN FORECASTING & RESEARCH DIVISION Four-Month Internship

EXEMPT RECRUITMENT

The Office of Financial Management is a nonrepresented agency and is currently recruiting to fill an exempt, four-month administrative intern position.

The project is estimated to start at beginning of May. The work period will not exceed 120 days.

Special note: In accordance with WAC 357-19-195, employees who left classified service to accept exempt employment have the right to return to the highest class of position in which the employee previously held permanent status, or to a position of similar nature and salary, provided the employee was not terminated from an exempt position for gross misconduct or malfeasance.

SALARY AND BENEFITS

The salary range of consideration \$15.25 - \$21.00 hourly.

PROCESS

The top candidates will be contacted directly to interview for this position. Because the selection will be based on information provided by you, it is in your best interest to identify the knowledge, skills and abilities that address the mandatory and desirable qualifications described below.

Interested applicants should submit the following:

1. A letter of interest describing specific qualifications.
2. A current resume detailing applicable experience, education.
3. A list of at least three professional references with current telephone numbers.
4. Personal Data sheet
www.ofm.wa.gov/jobs/datasheet.doc



Please send completed application packets by mail, fax or email to:

Office of Financial Management
Employee Services
PO Box 43113
Olympia, WA 98504-3113
Fax: 360-586-0051
Email: ofmhr@ofm.wa.gov

POSITION DESCRIPTION AND DUTIES

The Governor, Legislature and state agencies serve the people of Washington State. The Forecasting and Research Division provides the executive branch, the Legislature and the public with estimates, forecasts and reports on the state's population, demographic characteristics, economy and state revenues.

As the official partner of the U.S. Census Bureau for Washington State, the Population Unit helps disseminate information about the characteristics of Washington's population, housing and economy, and provides guidance to a variety of stakeholders in accessing and using demographic information.

The incumbent in this time-limited exempt position will be part of Washington State's Local Update of Census Addresses (LUCA) team and be responsible for reviewing the U.S. Census provided list of addresses; researching and identifying missing addresses; and updating the list. Duties of this position include:

- Review and update the Census Bureau address list. Use LUCA/GUPS software provided by the Census Bureau and the Office of Financial Management's compiled list of addresses to:
 - Identify missing addresses on the Census Bureau list.
 - Utilizing the LUCA GUPS respondent guide and team procedures, practices and workflow, conduct research to ensure proper addresses are identified.
 - Update the Census Bureau address list and provide it to the supervisor.

QUALIFICATIONS AND CORE COMPETENCIES

Required qualifications

- Enrolled in a state accredited university, working toward an associate's or bachelor's degree.
- The ideal candidate will be detail oriented, have experience with QGIS or other GIS software, have experience managing address data, and have knowledge and experience using federal census data such as the TIGER Line files.

Core competencies

- Demonstrated ability to solve problems using proven methods.
- Commitment to continuously improving processes.

The Office of Financial Management is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, and ethnic, sexual orientation and gender identity diversity. 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 needing accommodation in the application process, or who wish to receive this job announcement in an alternative format, may call 360-725-0158 or the Telecommunications Device for the Deaf: 711 Relay.