|  |  |
| --- | --- |
| **State of WashingtonOffice of the Secretary of State****invites applications for the position of:** **Receptionist** | http://agency.governmentjobs.com/washington/careersLogo-blue.jpg |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **SALARY:** | $1,038.00 - $1,371.00 Monthly |

|  |
| --- |
| **OPENING DATE:** 07/30/15 |
|   |
| **CLOSING DATE:** 08/05/15 11:59 PM |
|   |
| **DESCRIPTION:** |
| http://agency.governmentjobs.com/images/AgencyImages/jobposting/1924/JobPostings/image/Sec%20of%20State/SecStateLogo%20(2).jpgHeaded by an elected state official, the Office of the Secretary of State is responsible for administering elections within the state, registering corporations and charities that do business within the state, collecting and preserving the records of governmental bodies within the state, and maintaining the Washington State Library.  The office also administers the Address Confidentiality Program, the Legacy Program and the Combined Fund Drive.  Visit our website at:  [www.sos.wa.gov](http://www.sos.wa.gov/). |
|   |
| **DUTIES:** |
| This half-time position reports to the administrative assistant 2 at the Washington Talking Book & Braille Library and is responsible for reception desk activities.**Receptionist*** Operates multi-line telephone system and answers queries from the public/staff, transfers incoming calls, takes messages, retrieves voice messages and refers callers to other library departments
* Greets visitors and assesses their needs
* Signs in blind and visually impaired volunteers and vendors; issues badges if appropriate; refers them to appropriate staff or meeting rooms
* Addresses emergency and security issues
* Performs visual building security from the reception desk

**Clerical*** Assists administrative assistant with filing, composing, and proofreading correspondence, scheduling meeting rooms, mailing projects, and ordering supplies
* Maintains files and filing system
 |
|   |
| **QUALIFICATIONS:** |
| **REQUIRED QUALIFICATIONS:*** Ability to read and write English language
* One year of experience performing routine clerical duties such as, opening mail, typing, data entry, or file management
* One year of experience using a multi-line phone system and providing customer services to the public, clients, or customers
* Ability to efficiently use a personal computer and applicable software to successfully perform the essential job functions of the position

**PREFERRED/DESIRED QUALIFICATIONS:*** Successful completion of a post high school written composition class such as English 101 or Business English in a college, vocational/technical school, or an employer-sponsored class; OR, have 6 months or more of full-time experience independently composing letters from drafts, memos, notes or other instructions
* Experience organizing multiple assignments and producing quality work products with constant interruptions
* Experience documenting or updating information to maintain accurate and complete records
* A high level of competency in spelling, grammar, punctuation, and proofreading
* Work experience with the blind and visually impaired, physically disabled, or learning disabled
* Attention to details and accuracy
* Familiarity with library environments and purpose

**MISCELLANEOUS*** Checks out books or equipment for walk-in patrons
* Prepares WTBBL library information application packets and mailings
* Organizes and completes large mailing projects and other special projects
 |
|   |
| **SUPPLEMENTAL INFORMATION:** |
| **SPECIAL REQUIRMENTS/CONDITIONS OF EMPLOYMENT*** Willingness to work with blind, visually impaired, deaf/blind, physically disabled, and/or reading disabled patrons

**HOW TO APPLY**Please attach a letter of interest describing how your experience and qualifications relate to the position description and the required and preferred/desired qualifications.*The Office of the Secretary of State is an equal opportunity employer (EOE). We do not discriminate on the basis of race, color, national origin, creed, sex, sexual orientation, disability, familial status, marital status, and age. All interested candidates are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in alternative format, should call (360)704-5212.* |

  |

|  |
| --- |
| **Receptionist Supplemental Questionnaire** |

|  |
| --- |
|   |
| \* | 1. | Where did you hear about this job opening? |
|  |
| \* | 2. | Do you have a family member or relative currently employed at the Office of the Secretary of State? |
|  | Yes Yes    No No |
|   |
|   | 3. | If you answered yes in the previous question, what is the name of your family member/relative? |
|  |
|   | 4. | Please select the experience below that best describes your experience performing routine clerical duties such as, opening mail, typing, data, or file management. |
|  | Checkbox I have 2 or more years of experienceCheckbox I have at least 1 year of experienceCheckbox I have less than 1 year of experienceCheckbox I don't have any experience, but I am willing to learn |
|   | 5. | Please select the experience below that best describes your experience using a multi-line phone system and providing customer service to the public, clients, or customers. |
|  | Checkbox I have 2 or more years of experienceCheckbox I have at least 1 year of experienceCheckbox I have less than 1 year of experienceCheckbox I don't have any experience, but I am willing to learn |
| \* Required Question |