

BRIGETTE K. SMITH
Executive Secretary



KEN BOAD
Board Chair

STATE OF WASHINGTON
BOARD FOR VOLUNTEER FIREFIGHTERS & RESERVE OFFICERS
PO Box 114•Olympia WA 98507•(360) 753-7318•FAX (360) 586-1987•Toll Free (877) 753-7318
Website:www.bvff.wa.gov

Exempt Recruitment Announcement

Agency Information: The State Board for Volunteer Firefighters and Reserve Officers administers the Volunteer Firefighters' and Reserve Officers' Relief and Pension Act (RCW 41.24). The State Board consists of five members of departments covered by the Act and appointed by the governor to serve overlapping six year terms. They, in turn, appoint an Executive Secretary to see to the day to day operation of the office and staff of four.

The agency that is tasked with the responsibility of a relief system and a small pension for volunteer firefighters and reserve police officers. In addition, the agency provides death benefits for the families of volunteer firefighters and reserve police officers that killed in the line of duty.

Position: The Board for Volunteer Firefighters and Reserve Officers is currently recruiting to fill an exempt Confidential Secretary position.

Description and Responsibilities: This position will be responsible for administrative support duties for the Executive Secretary and have the primary responsibility for the processing of payments received and aiding in the processing of retirement papers. Duties include, but are not limited to drafting, editing, and proofreading multiple types of publications, including correspondence and presentation materials; maintaining, updating, and backing up a database; processing retirement forms and pensioner death information; preparing daily receipts and deposits; preparing quarterly L&I remittances; preparing administrative vouchers for payment; inventorying supplies, furnishing, and equipment annually; preparing, inputting, and updating payroll information; performing general office duties such as ordering supplies and answering phones; and other related duties as required. The incumbent will also be expected to travel occasionally and present to large groups.

Required Qualifications: High school diploma or GED
Good driving record
Valid Washington State Drivers License
Bondable

Desirable Qualifications: Bachelor's degree and two years of experience teaching, managing an office, work with state government using AFRS, BASS, and/or PAY1, HRMS, or experience working with retirement systems and/or medical billing, or experience with fire departments or law enforcement agencies. Experience may be substituted year for year for education.

The successful candidate for this position will:

- Have the ability to work both independently, as a member of a team, and as a supervisor
- Maintain a strong professional and confidential manner at all times

- Have strong grammatical, proofreading, and editing skills
- Have experience with accounting or a strong mathematical understanding
- Have the ability to anticipate schedules and deadlines and prepare materials/documents in advance
- Maintain a positive and productive outlook during fluctuating work periods
- Ability to work a flexible work schedule
- Have excellent skills utilizing Microsoft Word, Access, and other Microsoft Office products (Excel, PowerPoint, etc.)
- Be organized and punctual
- Attend meetings as the Executive Secretary's representative
- Have the ability to travel, both overnight and for prolonged periods, and present to large groups
- Provide direct secretarial support to the Executive Secretary; coordinate office operations; prepare background information in preparation for the Executive Secretary's professional commitments; keep the Executive Secretary's calendar and establish priorities; make travel arrangements; coordinate arrangements for meetings at destination; screen, prioritize and distribute mail
- Have the ability to adapt to new situations
- Be able to work in a small, three person office with minimal chance for advancement
- Live within commuting distance of Olympia

Salary/Benefits:

Salary level commensurate with qualifications and experience (starting salary range of \$35,000 - \$50,000 per year depending on experience). Washington State has a generous benefit package including health, dental, and life insurance, retirement, and an optional deferred compensation program as well as sick leave, annual leave, life-giving leave, and military leave.

Application Process:

To apply for this position, you must submit a letter of interest specifically addressing the qualifications listed in this announcement, a current resume, three employment and three personal references (for a total of 6) with current telephone numbers, and the Authorization to Release Information Form.

The top candidates will be invited to an interview to determine the finalists for this position. The top candidates will be chosen based on the information provided by the candidates in their application packet and through reference checks. All finalists will be required to provide recent copies of their driving records and required to submit to practical examinations to ascertain their writing, typing, filing, problem solving and professional skills level.

Applications may be submitted online to Brigette Smith at bridgettes@bvff.wa.gov, by postal mail to Brigette K. Smith, Board for Volunteer Firefighters and Reserve Officers, PO Box 114, Olympia, WA, 98507, or in person at the James R. Larson Forum Building located at 605 11th Ave. SE, Olympia, Washington, 98501. All applications must be received by 4:00 pm on Friday, June 25, 2010. Any applications not received by the position closing date and time will not be considered for employment.

Note: This position is Exempt from Civil Service.

The Board for Volunteer Firefighters and Reserve Officers 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.