



## Administrative Services Assistant Opening

The Washington Cities Insurance Authority, a local government entity and a leading self-insured risk pool of local governments, is seeking qualified applicants for an Administrative Services Assistant.

Salary Range: \$49,543 - \$66,789 (2015 Range)

Closing Date: November 13, 2015 or until filled

**Job Summary:** The Administrative Services Assistant provides overall support to the executive functions of the pool. This position serves as the Authority Secretary to the Board of Directors and the Public Records Officer. The incumbent has a considerable amount of contact with others inside and outside the agency.

Duties include but not limited to:

- Coordinates meeting arrangements, takes minutes, produces and distributes agendas.
- Generate official communication pieces to the membership, such as monthly electronic newsletter, annual report and announcements.
- Provides support to finance and human resources which includes data entry for invoicing and accounts payable checks.
- Serves as Public Records Officer coordinating information dissemination to requestors.
- Serves on internal Wellness Committee.
- Updates database for membership contacts.
- Maintains official records and follows State retention policies.

### Job Requirements:

Minimum one year experience providing general office clerical support including activities such as preparing correspondence and performing data entry or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience in responding to public disclosure requests, meeting planning and taking minutes is desirable.

WCIA provides excellent health and retirement plans. Please send resumes and cover letter by 11/13/2015 to:

[Jillm@wciapool.org](mailto:Jillm@wciapool.org)

Or

WCIA Human Resources

P.O. Box 88030

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