

Administrative Assistant I

Thurston PUD

Pay Range: \$4,696.55 - \$6,000 per month (\$27.10 - \$34.62 per hour) DOQ

Job Type: Full-Time, Permanent, FLSA Non-Exempt, Overtime Eligible

Department: Planning and Compliance

Location: Thurston County – Olympia, WA

Closing: Open Until Filled

Definition

The Administrative Assistant will provide administrative support and assistance for the District's Planning and Compliance and Field Operations department. The Administrative Assistant I will assist in regulatory compliance matters, sampling, databases, and file development and management. The Administrative Assistant I will also coordinate office clerical duties, type and process records, reports, memos, and correspondence, and process budget documents and other financial data.

For a list of essential duties, qualifications, and more information on this position, please visit our website at www.thurstonpud.org.

Minimum Qualifications

- High school diploma or GED or ability to acquire one.
- Valid Washington State Driver's License with a driving record acceptable to the PUD's insurance carrier.
- One (1) to two (2) years of progressively responsible experience in office, clerical, secretarial, or general administrative work.

Preferred Qualifications

- Education or experience equivalent to a course work at an associate degree level in business, public administration, or closely related field preferred.
- First aid/AED/CPR certification.
- Notary public license.
- Prior experience in construction, plumbing, or water utility service industry.
- First Aid/CPR/AED certification.

Apply

To apply, send your resume and a cover letter that highlights your qualifications to Thurston PUD using one of the methods below.

Email: HR@thurstonpud.org
Fax: (360) 357-1172
Mail or In Person: Thurston PUD
Attn: Human Resources
1230 Ruddell Rd SE
Lacey, WA 98503

Resumes will be accepted until the position is filled. For questions regarding this recruitment, please contact our Human Resources Team at HR@thurstonpud.org or call us at (360) 357-8783.

During the recruitment process, background checks (e.g., criminal history records, employment reference checks, driving record checks, etc.) will be conducted on the top candidates. The PUD is an Equal Opportunity Employer and maintains policies for a drug-free and smoke-free work environment.

About Thurston PUD

Established in 1938, Thurston PUD is a special-purpose municipal agency located in Lacey, WA. The PUD currently owns and operates 276 water systems, serving a population of approximately 25,000 people, including families, businesses, schools, and parks. Thurston PUD provides water planning and utility services to the citizens of Thurston County and operates water systems in Pierce, Lewis, King, Grays Harbor, and Kitsap counties. The PUD is governed by three Commissioners who are elected by the voters of Thurston County to serve for six years.

The PUD offers a competitive and comprehensive benefits package for full-time, permanent positions that includes:

- Group healthcare coverage (medical, dental, vision) with low employee premiums,
- Group term life insurance, long-term disability coverage, and accidental death and dismemberment coverage at no cost to PUD employees,
- Participation in the State of Washington retirement plan,
- Voluntary participation in the State of Washington Deferred Compensation Program,
- Ten paid holidays and two personal holidays each year, in addition to sick and vacation leave benefits,
- PUD-paid training and certifications, and
- Clothing allowance for administrative staff. For Field Operations staff, the PUD provides safety clothing, work boots, and other equipment.