



# City of Spokane Valley Employment Opportunity Position: Office Assistant

**ABOUT THE CITY:** Spokane Valley is a city with a population of over 107,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

**ABOUT THE POSITION:** Spokane Valley is seeking a highly qualified and enthusiastic employee to serve our City as a full-time Administrative Assistant or Office Assistant in our Community and Public Works Department. The ideal candidate will have exceptional professional skills, and a strong desire to provide superior service to both internal and external customers.

**SELECTED EXAMPLES OF DUTIES:** The primary duty of this position is central receptionist for City Hall, receiving the public, handling walk-in traffic and answering questions. This position also performs a variety of other routine and semi-skilled clerical, secretarial and administrative work in receiving and responding to calls, answering phones, cashiering, bookkeeping, copying documents, compiling materials, providing office assistance to an assigned supervisor or department, receiving the public, providing customer assistance, word processing, and data processing. Schedules appointments when necessary as well as serving as backup to related positions. Assists in the preparation for City meetings; website updates; ordering and maintaining supply levels, and reviews, edits, and compiles technical documents. Experience in Adobe preferred.

**DESIRED MINIMUM QUALIFICATIONS:** Education and Experience: Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and; demonstrated increasingly responsible related experience. An equivalent combination of education and experience may be considered. Necessary Knowledge, Skills and Abilities: Considerable knowledge of modern office practices and procedures; working knowledge of computers and electronic data processing; some knowledge of bookkeeping principles and practices. Skill in the use of standard Office Suite software applications. Ability to perform clerical and administrative tasks accurately with little direction. Experience using large electronic and physical filing systems strongly preferred.

**SPECIAL REQUIREMENTS:** Must possess a valid State driver's license or have the ability to obtain one prior to employment. Successful completion of background check, including a criminal check, is a requirement of employment at Spokane Valley. This is a represented, FLSA-non-exempt position in the Community and Public Works Department.

**SALARY:** Full salary range is \$18.03 - \$37.43 per hour plus excellent benefit package. Hiring salary DOQ. This position will be filled as either an administrative assistant or office assistant level depending on education and experience.

**BENEFITS:** Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long-term disability, vision, and employee assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA.

**TO APPLY:** Interested and qualified persons are invited to submit a complete City application, résumé, cover letter and five (5) work-related references (name and phone number) via our Online Application System at [www.spokanevalley.org](http://www.spokanevalley.org) - click on Jobs. **APPLICATION DEADLINE:** Apply Immediately. Posted November 20, 2023. Position open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.  
We are an Equal Opportunity Employer*

**PLEASE POST**

**10210 E. Sprague • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090**