



# CITY OF BLACK DIAMOND

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24301 Roberts Drive ~ PO Box 599  
Black Diamond, WA 98010

Phone: (360) 886-5700  
Fax: (360) 886-2592

Dear Applicant,

March 12, 2018

Thank you for your interest in the position of **Administrative Assistant II** with the City of Black Diamond. This is a regular full-time position within City Hall and is represented by Teamsters Local 117. Included with this letter you will find information of the hiring process, a position notice, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of Administrative Assistant II the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; **however, this process may be adjusted without further notice.**

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **Applications must be received by 4:00 p.m. on March 27, 2018.**
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by email.
- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified by telephone of their status, a written notice will follow. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 886-5700 or by email at [bmartinez@blackdiamondwa.gov](mailto:bmartinez@blackdiamondwa.gov).

Sincerely,

**CITY OF BLACK DIAMOND**

Brenda L. Martinez  
City Clerk/HR Manager



**City of Black Diamond  
Employment Opportunity  
Administrative Assistant II**

The City of Black Diamond, Washington, is a growing community of approximately 4,300 citizens with a rich historical heritage, exceptional natural setting and small-town atmosphere. The City is seeking qualified applicants for the position of Administrative Assistant II to perform clerical, financial, and office duties within various departments. This is a full-time position within City Hall and is represented by Teamsters Local 117. The City offers a salary range of \$3,213 - \$4,284 monthly, with a comprehensive benefit package. Application packets and the full job description may be obtained at City Hall, 24301 Roberts Drive, Black Diamond, WA, 98010, at [www.ci.blackdiamond.wa.us](http://www.ci.blackdiamond.wa.us), or by calling 360-886-5700. Completed applications must be received by **4:00 p.m. March 27, 2018.**

CITY OF BLACK DIAMOND, WASHINGTON

JOB DESCRIPTION

Job Title: **ADMINISTRATIVE ASSISTANT II**  
Department: Various Departments  
Reports to: Department Head  
Compensation: \$3,213 - \$4,284 per month  
FLSA Status: Non-exempt

**SUMMARY:**

Positions in this class perform varied general office and moderately complex clerical work. Work involves performing numerous duties in which set sequences of guidelines are applied to the processing of data, forms and records and typing of such materials. Office machines skills such as typing, data entry and computer software utilization typify these positions although variation occurs among specific jobs assignments and departments. Employees may perform mathematical calculations involving percentages, decimals and basic statistical analysis. Incumbents may also provide clerical and support to various staff members to contribute to efficient operations.

**SCOPE:**

**Reports to:** Department Head

Independently performs work of a regular and recurring nature within set sequences of guidelines and established procedures allowing some discretion in completing work tasks. Work is generally performed under continuing supervision and is reviewed by observation of results obtained.

**DISTINGUISHING CHARACTERISTICS:**

Positions at this level perform tasks of greater variety and complexity than at the I level. Incumbents must know how to operate a personal computer, including special software, and other office machines in carrying out tasks that normally require several steps to complete.

**WORK ENVIRONMENT:**

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, supplies and materials. Basic communication skills such as talking, seeing and hearing are needed for frequent person-to person contacts and telephone usage. The nature of the work has frequent interruptions; contact with the public and staff require strong communication skills.

**ESSENTIAL FUNCTIONS:**

- Acts as a receptionist; ascertains nature of contacts; provides information related to the departments or division's policies and practices, or regulatory guidelines of

- a clear nature; refers telephone or direct complaints and inquiries to other staff, as necessary, schedules appointments.
- Receives, sorts, and distributes incoming mail; processes reports, forms, payments, billings or other similar materials; examines for accuracy and completeness, notes discrepancies, and consults with supervisors or other employees, as appropriate, for resolution; operates various office equipment; uses special or programmatic software as needed.
  - Maintains filing systems according to prescribed departmental procedures, sorts and files reports, cards, printouts, correspondence and other data; posts data to individual records.
  - Types reports and correspondence using word processing software.
  - Reviews documents for accuracy, clarity, proper grammar and syntax.
  - Provides assistance and back up to other staff as needed.
  - Passport Acceptance Agent.
  - Prepares and balances bank deposits for the Finance Department.
  - Utility Billing support functions (i.e. name changes, late notices, shut off notices, final billing estimates, etc.).
  - May serve as the Civil Service Secretary.
  - Processes pet licenses and files necessary paperwork with King County.
  - Responsible for maintaining the records of the City's cemetery and coordinates burials for the city and associated fees.
  - Maintains inventory and supplies necessary for office operations.
  - Provide customer service to both internal and external customers.
  - Performs other duties as required or assigned.

### **QUALIFICATIONS:**

#### **Education and Training:**

Graduation from high school and three (3) years of general clerical or office experience, preferably in the public sector; or any equivalent combination of education and experience which would provide the desired knowledge, abilities and skills.

#### **Licensing and Certification:**

Valid Washington State driver's license.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of business communications.
- Knowledge of standard office practices, procedures and equipment.
- Knowledge of basic methods and techniques of customer service.
- Knowledge of special software, as needed.
- Ability to communicate effectively, both orally and in writing.
- Ability to perform a variety of clerical work requiring some exercise of judgment.
- Ability to maintain records and to prepare standard reports.
- Ability to make basic arithmetic computations.

- Ability to operate a variety of office equipment, including computers and other electronic equipment; ability to type at least 55 words per minute.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Maintain accurate records, reports and files.
- Interpret and follow oral and written instructions with attentiveness to detail.
- Ability to work in a fast paced environment with frequent interruptions.
- Correct English usage, spelling, grammar, punctuation, and sentence structure.
- Plan, organize and schedule work assignments to meet deadlines.
- Ability to correctly interpret and apply City policies and procedures.

*The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

ORIGINATION DATE: December 2007



# CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive

Mailing Address: PO Box 599, Black Diamond, WA 98010

(360) 886-5700

www.ci.blackdiamond.wa.us

## APPLICATION FOR EMPLOYMENT

The City of Black Diamond in an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How did you learn of this Vacancy?: \_\_\_\_\_ Date available for employment: \_\_\_\_\_

General Information				
Last Name		First Name		Middle Initial
Street Address	P.O Box	City	State	Zip
Home Phone ( )	Work Phone ( )	Message Phone ( )	E-mail Address	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No

If yes, Position and Date: \_\_\_\_\_

Have you previously been employed by the City of Black Diamond? Yes No

If yes, Position and Dates: \_\_\_\_\_

Do you know anyone who is employed by the City of Black Diamond? Yes No

If yes, Name and Relationship: \_\_\_\_\_

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No

If yes, may we contact you current employer? Yes No

If required for this position what is your Driver's License # and State? \_\_\_\_\_

Have you been convicted of a crime within the past 7 years? Yes No

If yes, please explain: \_\_\_\_\_

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

### Education and Training

Did you graduate from high school or receive a GED certificate?  No  Yes

Name/Location of institution that issued you diploma or GED Certificate: \_\_\_\_\_

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. A RESUME CAN SUPPLEMENT **BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION.** Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employed by:	Your Job Title:
City & State	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

### Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
City & State	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

### Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:


### Additional Information

Anything else you would like us to consider relating to you ability to perform the job for which you have applied?


### Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF  
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of your rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name - Printed