

**Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur
Spokane Valley, Washington 99206**

March 14, 2019

To: Candidates for the position Administrative Assistant – Payroll Specialty
From: Civil Service Commission
Subject: Examination for Administrative Assistant – Payroll Specialty

This will serve as notice for the examination for the position of Administrative Assistant. The examination will consist of a panel interview and assessment center. Weighting for the examination will be 50% for the panel interview and 50% for the assessment center.

Salary Range = \$38,607 - \$48,648/year DOE.

Promotional Application Packet Requirements (current Spokane Valley Fire Department employees):

Promotional Application (attached)
Veteran's Scoring Criteria Questionnaire (if applicable)
Cover letter and resume

Open Application Packet Requirements:

Application (attached)
Cover letter and resume
Veteran's Scoring Criteria Questionnaire (if applicable)

Date of Return – Application packets will be accepted through the close of applications (Thursday, April 25, 2019 at 4pm PST) at the Civil Service Office located in the Administration Building (2120 N Wilbur Rd, Spokane Valley WA 99206).

No more than 8 applicants will be invited to the Assessment Center which will be held the week of April 29, 2019. Applicants will be notified via email if they are selected to participate in the Assessment Center.

Required Minimum Qualifications

- Have a high school diploma or equivalent.
- Must be at least 18 years of age at time of application
- Proof of eligibility for employment in the United States.
- Hold a valid state driver's license, or identification card.
- Must be a non-tobacco user including e-cigarettes/vape products.
- Minimum of three (3) years of general office support experience which included public contact and required utilization of computers. OR Any combination of education, training or experience that provides the required knowledge, skills and abilities to perform essential functions.
- Minimum of 2+ years working with Excel
- Tyler InCode experience a plus
- Workforce Telestaff experience a plus

The job description for the position of Administrative Assistant, Veteran's Scoring Criteria Questionnaire and applications are attached.

Pegy Callahan

Civil Service Examiner

callahanp@spokanevalleyfire.com

REQUEST FOR ADDITIONAL INFORMATION ON MILITARY PREFERENCE PERCENTAGE AND APPLICANT'S DECLARATION RELATING TO SAME.

If you are seeking to qualify for and apply military preference percentage as an applicant for a position in civil service with the Spokane Valley Fire Department under Washington law, please provide the following information to the questions and request for information listed below. For additional information on military preference percentage refer to <http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.005>
<http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.007>
<http://apps.leg.wa.gov/rcw/default.aspx?cite=41.04.010>

1. Have you applied for a civil service position in Washington in the past and had military preference percentage of either 10% or 5% added to the passing mark, grade, or rating of competitive examinations in order to be hired for a civil service position?

Answer:

2. If your answer to the question above is yes, please provide the name(s) of the public employer, public entity, political subdivision or municipal corporation for which you applied for a civil service position and the date and year of your application(s).

Answer:

3. Have you received in the past a position and had a military preference percentage reference above, added to the passing score on competitive examinations in order to be hired in a civil service position?

Answer:

4. If your answer to the question above is in the affirmative, please provide the name of the public employer, public entity, political subdivision or municipal corporation for which you were hired in a civil service position?

Answer:

5. Have you served during a period of war or in an armed conflict as defined in RCW 41.04.005?

Answer:

6. Are you receiving military retirement?

Answer:

7. Please provide and attach to this request for information, a valid and legible copy of your DD214, copy #4 which includes all relevant information including character of discharge.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing information set forth above is true and accurate. I further agree and understand that if I receive an appointment to civil service with the Spokane Valley Fire Department, in part, based upon the answers and/or request for information set forth above and it is later determined that one or more of the answers and/or request for information is untruthful, false, inaccurate or misleading the Spokane Valley Fire Department reserves the right, at its sole discretion, to discharge and remove me from my civil service appointment with the Spokane Valley Fire Department.

(Please Print Your Full Name on the line directly above and further provide the date and year.)

(Please Provide Your Signature on the line directly above and as used on your driver's license or other official documents or public records and further provide the date and year executed.)

CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT

APPLICATION FOR PROMOTIONAL EXAMINATION
INTERNAL APPLICANTS ONLY

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting, or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligibility list. If a question is not applicable, mark it "N/A."

I HEREBY MAKE APPLICATION to be examined for promotion to the position of _____ in the Spokane Valley Fire Department.

1. Name:

(Last) (First) (MI)

2. Address:

(Street) (City) (State) (Zip)

3. Phone _____
(Home) (Work) (Cell)

4. E-mail Address _____

5. Date of Hire? _____

6. Pursuant to Civil Service Rule 5.13, how many points do you claim for seniority?

7. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? _____

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

Applicant's Signature

Date

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

CIVIL SERVICE COMMISSION
SPOKANE VALLEY FIRE DEPARTMENT

NEW HIRE EMPLOYMENT APPLICATION

Position Applied for: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Social Security Number: _____

Phone: _____ Email Address: _____

Are you at least 18 years of age? _____

Do you currently have a valid driver's license? _____

Are you currently employed? _____

May we contact your current employer? _____

If hired, can you provide proof of legal right to work in the United States? _____

Have you been convicted of a felony or gross misdemeanor within the last 10 years? _____

(Conviction of crime may not be disqualifying depending on the specific conviction).

If yes, please explain: _____

EDUCATION:

High School/GED: _____

Diploma/Degree: _____

Undergraduate College/University: _____

Diploma/Degree: _____

Please describe any specialized training, skills, and extra-curricular activities:

Describe any honors you have received: _____

State any additional information you feel may be helpful to us: _____

List professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, sexual orientation, race, color, religion, national origin, age, ancestry, marital status, veteran status, disability or other protected status): _____

REFERENCES:

Please provide name, address and phone number of three (3) references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE:

Start with your current or most recent job. Include a job-related military service assignment in the United States Armed Forces and volunteer activities.

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____
Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

Employer: _____

Address: _____

Telephone Number(s) _____

Job Title: _____ Supervisor _____

Reason for Leaving: _____

Dates Employed: _____

Worked Performed: _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience: _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at a hiring decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Spokane Valley Fire Department.

The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.

Signature

Date

Nature of Work

The Administrative Assistant position provides clerical support for all department functions and within specialty areas.

General Responsibilities of all Administrative Assistants

- Receiving and transferring incoming phone calls and communicating information as appropriate when covering front desk on a rotation basis.
- Greeting and directing visitors to the appropriate office/meeting areas.
- Preparing and processing special projects and legal documents, narrative and statistical reports and inter-departmental communications/correspondence.
- Maintaining files and filing within designated specialty
- Interacting with and responding to requests from other governmental and public agencies in a professional manner.
- Performing all clerical duties as assigned to assist in the operational and administrative support of the Spokane Valley Fire Department.
- Facilitate and/or arrange travel for members within area of responsibility
- Operate standard office equipment; fax, copier, scanner, computers and software, multi-line telephone system.
- Other duties as assigned.

ESSENTIAL FUNCTIONS OF SPECIALTY

Payroll Administrative Assistant – Reports to Finance Director

- Maintains payroll information by collecting, calculating, and entering data (Pension and Active employees).
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.
- Maintains payroll operations by following policies and procedures; reporting needed changes.
- Review Workforce entries for accuracy (Daily and by Pay Period).
- Calculate FLSA liability based on hours provided by HR.
- Calculate and prepare mobilization reimbursement.
- Verify accuracy of leave banks between Workforce and InCode.
- Upload deposits to Department bank.
- Process quarterly payroll employment tax to the Employment Security Department.

- Prepare and process electronic transmission of payments to the IRS through EFTPS.
- Reconcile payment of benefits between invoice and payroll system.
- Fulfills wage garnishment requirements by completing forms
- Remits retirement payments by collecting and verifying data and initiating payment
Process Payroll/Pension Payroll payment packets (print checks, submit paperwork to County).
- Calculate new pay rates for LEOFF I retirees/widows.
- Auditing accounts payable and accounts receivable information; identifying and resolving discrepancies.

Required occupational qualifications:

To be eligible to apply for this position, the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them.

- Able to communicate the English language clearly and concisely, both orally and in writing.
- Strong literacy skills including reading, composition, standard and business English usage, punctuation, grammar, spelling and letter format.
- Able to compose routine correspondence and to proofread and edit the work of others.
- Good planning, organizational, time management, and problem- solving skills, flexibility and adaptability while maintaining accuracy and attention to detail.
- Excellent oral communications skills for interacting with co-workers and the general public tactfully, courteously and sensitively.
- Knowledge of office principles, practices and use of a variety of office equipment including multi-line electronic digital phone system, computer, copier, fax, etc.
- Strong computer skills including knowledge and use of Microsoft Office Applications.
- Ability to occasionally travel outside of work area for continued training, conferences, seminars.

Minimum Qualifications:

- Have a high school diploma or equivalent.
- Must be at least 18 years of age at time of application
- Proof of eligibility for employment in the United States.
- Hold a valid state driver's license, or identification card.
- Must be a non-tobacco user including e-cigarettes/vape products.
- Minimum of three (3) years of general office support experience which included public contact and required utilization of computers. OR Any combination of education, training or experience that provides the required knowledge, skills and abilities to perform essential functions.

Physical Requirements

- Frequently required to stand, walk.

- Use hands to finger, handle, feel, or grip objects,
- Stretch and/or reach with hands and arms.
- Stoop, crouch or work in cramped or awkward positions.
- Repetitive motions.
- May lift and/or move up to 30+ pounds.
- Specific vision abilities required by this position include close vision, distance vision, depth perception, and ability to adjust to focus.

Revised by the Board of Fire Commissioners this 11th day of March, 2019.

 /S/

Patrick Burch, Chairman