



Pierce County Noxious Weed Control Board Administrative Support Assistant

Job Overview

Beginning Salary: \$12.15 Hourly

Job Type: Part-time/Seasonal

Location: 16709 103rd Av Ct E #201, Puyallup, WA 98374

Work Schedule: This position is based on a 25 to 35 hour workweek from the end of April through September, 9:00 a.m. - 2:00 p.m., Monday through Friday.

MISSION:

“The mission of the Pierce County Noxious Weed Control Board is to preserve and protect our county’s native ecosystems, citizens, agricultural resources, recreational areas and other valuable resources from the economic losses and adverse effects associated with the presence and spread of noxious weeds.”

PCNWCB OBJECTIVES:

1. Sustain and support the State noxious weed control laws as outlined in the RCW 17.10 and Chapter 16-750 WAC
2. Promote the eradication or control of all designated noxious weeds as mandated on the current Pierce County Weed list for all County landowners. This is achieved through approved program assistance and education, enforcement of State weed laws, and State/County policy
3. Build, promote, and maintain a strong working relationship with various State/County/City agencies and private landowners

Experience, Qualifications, Skills:

Required:

1. High School Diploma or GED equivalent, and 1+ years college level course work in agriculture, natural resources or related field, or experience equivalent
2. Present a professional appearance and demonstrate good public relations
3. Possess strong oral and written communication skills
4. Ability to handle front desk/reception responsibilities; answer phone, direct calls, respond to routine inquiries by telephone or person-to-person
5. Demonstrate good basic computer skills and working knowledge of computer software and attend County View Web course
6. Ability to proof/edit for spelling, grammar & typo errors
7. Organize and maintain information and documents in files and database
8. Handle all aspects of processing Notices of Noxious Weeds & Work Orders
9. Operate standard office equipment such as copiers, computers, postage machines, calculators
10. Establish and maintain effective working relationships with Weed Board employees and general public

11. Ability to multi-task and meet deadlines
12. Handle stressful or high pressure situations
13. Handle heavy workload
14. Maintain consistent, punctual attendance during regularly scheduled work hours at assigned worksite
15. Perform the physical requirements of the position; work within the established working conditions of the position
16. Perform other job functions as assigned

Preferred:

17. Ability to identify noxious weeds of Washington State
18. Familiarity with integrated pest management and weed control methods
19. Possess basic GIS mapping skills

Weed Board Staff are 'At Will' employees of the Pierce County Noxious Weed Control Board, and as 'At Will' employees of an outside district, are not considered a Pierce County employee. Employees of the Pierce County Noxious Weed Control Board may be terminated with or without cause and with or without advance notice at any time.

Weed Board Employees work under the authority of the Program Director in carrying out the PCNWCB's mission statement, objectives, and requirements. The Program Director is directly accountable to the Board, the County Council, and the citizens of Pierce County for the fulfillment of the duties and responsibilities which are mandated by law.