

PROGRAM ASSISTANT

JOB RESPONSIBILITIES

- Office Manager
- Compute & prepare payroll
- Obtain and Maintain Public Operator Pesticide License.
- Compute and prepare quarterly tax reports such as: 941, L&I, Employment Securities, Paid Family Medical Leave & WA Cares.
- Prepare monthly bills as vouchers for warrants.
- Compute and prepare personnel's yearly W-2's.
- Perform some of the coordinator's duties in their absence.
- Prepare and compose letters, reports and documents on own initiative or from brief instructions or notes.
- Review and correct drafts of correspondence and reports for grammar, punctuation, spelling and clarity.
- Develop and maintain office procedures such as bookkeeping, personnel, record keeping and filing.
- Maintain files according to the Washington State records retention schedule.
- Maintain website.
- Create, collect and compute timesheets.
- Responsible for making OASI electronic deposit to the bank, & reporting such to the Treasurers office.
- Generate invoices for enforcements and subsequent hearing paperwork.
- Maintain files of all enforcement & civil infraction cases.
- Prepare and file liens.
- Take, type and send meeting minutes and financial reports & agenda on board meeting months.
- Create and submit newspaper ads and notices.
- Answer phones, take messages and answer questions.

- Meet the public in the office and help to educate on noxious weeds and control methods.
- Generate Notice of Violations.
- Data entry.
- Create & maintain Weed Board website.
- Create educational power point presentations.
- Design new forms, handouts and educational brochures of various lengths.
- Update policy manuals.
- Help interview new hires and do exit interviews.
- Orientation, train and supervise seasonal staff.
- Maintain personnel files.
- In charge of office inventory & Surplus equipment.
- Order supplies.
- Help develop and put on educational weed seminars.
- Attend classes, meetings and hearings.
- Meet with Commissioners in Coordinators absence.
- Hold Board meetings in Coordinators absence.
- Keep up on computer software programs and mapping systems.
- Use certified mail program, meter machine and take mail to post office.
- Responsible party for building security.

LICENSES
MUST OBTAIN

- WSDA Pesticide Public Consultants License.
- Notary Public for the State of Washington.