

WORKING CONDITIONS:

Work is performed primarily indoors. Typically, the noise level in the work environment is moderate, however, there may be exposure to loud noises on a daily basis due to marine activity and maintenance and repair.

QUALIFICATIONS SKILLS AND ABILITIES:

This job requires an equivalent of three (3) years of office assistant experience.

- High School Diploma or G.E.D. required.
- Must possess excellent customer service skills and the ability to act as an ambassador for the Port.
- Must be highly motivated and able to work independently, yet remain a member of the team.
- Must be organized, creative and capable of implementing multiple tasks simultaneously and efficiently, while meeting all deadlines with a positive attitude.
- Must be knowledgeable with Microsoft Office including Microsoft Publisher.
- College level courses in word processing, bookkeeping and personal computer data processing are desirable.
- Must have the ability to type 50 wpm.
- Ability to compose and write information notices, business correspondence, reports, and fill out forms accurately.
- Ability to establish and maintain effective working relationships with associates, visitors, customers, government representatives and vendors.
- Must be able to stay late on occasion and attend Port Commission meetings in support of the Executive Assistant.

PHYSICAL REQUIREMENTS:

The Office Assistant must have the physical ability to work on a computer terminal for uninterrupted periods of up to 2 hours duration continuously. Also must have the ability to hear, speak and understand the spoken word in order to respond promptly to calls for assistance, to answer telephones, and to be able to communicate. Have the dexterity and manual skill required to operate the keyboard of a computer terminal and the numeric keypad of a standard desktop calculator by touch, with or without accommodation, in an accurate and efficient manner. Vision ability that includes close vision and the ability to adjust focus is necessary. Must be able to lift moderately heavy boxes for filing or postage up to approximately 50 pounds.

Equal Opportunity Employer – Americans with Disabilities Act

The Port of Anacortes is an Equal Opportunity Employer and seeks to fully comply with the Americans with Disabilities Act. Women and Minorities are encouraged to apply for position vacancies.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the Port and Employee and is subject to change as the needs of the Port and requirements of the job change.