



Exempt Position Recruitment Announcement

Opens: May 25, 2016 ~ Closes: June 6, 2016

JOB TITLE: Part-Time Sales Associate for the Legislative Gift Center

REPORTS TO: Zoe Champagne, Legislative Gift Center Manager

HOURLY RATE: \$9.47 to \$10.00 per hour, DOQ

This position does not have health benefits or retirement

ROLE:

Are you looking for a fun and interesting part-time job? Do you have a background working in a sales environment? Do you enjoy working with diverse groups of people? Is customer service “your thing”? If so, this may be the job you have been waiting for.

The Washington State Office of Legislative Support Services is recruiting for a Sales Associate to work in our one of a kind Legislative Gift Center.

This is a non-partisan position that provides customer services and sales to the public and as well, to the employees and members of the Washington State Legislature. The candidate must maintain a non-biased, non-partisan work ethic in a partisan political environment.

We are looking for someone with a passion to serve the public with a great customer service attitude, excitement for living in the state of Washington, and the interest in working in the legislative environment.

You must bring to the table the aptitude to do mathematical problem solving, excellent verbal and written communication skills, the ability to resolve conflict, and the capability of working with manual and computerized cashiering. In addition, we are looking for someone who has previous experience in on-line sales, gift wrapping and shipping locally as well as worldwide.

It is anticipated that this position will work, both weekend and weekday shifts, between the hours of 8:00 a.m. and 5:00 p.m. but the person may be asked at times to work a flexible schedule to provide some evening coverage as necessary. *Hours can vary from two (2) hours per week up to 19 hours per week.* The position is non-permanent and exempt from civil service and does not qualify for overtime compensation beyond the regular work week. **Furthermore, leave is not typically approved during the legislative session unless there is an exceptional circumstance that arises.**

Legislative Support Services (LSS)

102 Legislative Building • Olympia, WA 98504-0500 • Phone: 360-786-7012



REQUIRED QUALIFICATIONS:

- ◆ **Must be 21 years of age to apply**
- ◆ Ability to read and comprehend work documents/materials, write legibly and file proficiently, accurately count money, operate a cash register/POS system and calculator, balance cash drawer and receipts.
- ◆ Mastery of basic business and retail math functions including percentages.
- ◆ Experience and ability to effectively operate a full range of standard office equipment, such as a computer, calculator, copy machine, FAX machine, scanner, multiple-line telephone as well as basic store equipment such as cash register/POS, price taggers and display equipment.
- ◆ Ability to walk and stand on hard surfaces for long periods. The position requires bending, reaching stooping, pushing and pulling. It requires packing and unpacking large boxes and lifting up to 50 pounds on a regular basis. It requires the ability to freely access all areas of the store including the selling floor, stock area and register area as well as the ability to climb ladders/step ladders.
- ◆ This is often a fast-paced environment and requires the ability to respond quickly and multitask with ease while maintaining a positive attitude. Must be willing and able to work in a tight, crowded space.
- ◆ This position requires the capability of following directions as well as using independent judgment, problem solving, handling complex situations under critical time constraints and maintain confidentiality.
- ◆ Must be dependable and practice good time management.
- ◆ Must be willing and able to maintain confidentiality of sensitive information accessed or discussed in performing the work of this position.
- ◆ Must present a professional appearance and wear professional business attire.
- ◆ Outstanding customer service and people skills.
- ◆ Excellent office management skills, including the use of Microsoft Office Suite.
- ◆ *Please note that successful applicants may be subject to a criminal background and reference review.*



HOW TO APPLY:

Please submit the following information:

- ◆ A letter of interest addressing your experience regarding the specific qualifications and abilities listed above.
- ◆ A current resume detailing your experience and education.
- ◆ A list of at least three professional references, including one supervisor, with current telephone numbers and/or email contact information.

SEND TO:

Kristin Collins, HR Consultant
Legislative Support Services
E-mail: Kristin.Collins@Leg.wa.gov
Fax: (360) 786-7035
Phone: (360) 786-7337

We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.

Legislative Support Services is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the human resources office at (360) 786-7337, or e-mail Kristin.Collins@leg.wa.gov.