



REVISED

Opening Date: December 12, 2011

Closing Date: Open Until Filled

**Vacancy Announcement #07-12
ADMINISTRATIVE ASSISTANT**

Hiring Salary: \$26,520 - \$36,809

DC Residents Preferred

SUMMARY DESCRIPTION

This position provides general administrative support to the Sports & Entertainment Division (SED) of Events DC. The incumbent will perform a variety of tasks requiring substantial administrative experience. Work is performed under general supervision once the incumbent has learned the established policies and procedures. The incumbent must possess excellent time management skills and be able to work independently. This position reports Senior Management.

ADA ESSENTIAL FUNCTIONS

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and clients.

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent.
- Minimum typing speed of 65 wpm.
- Three (3) to four (4) years of responsible and diverse office experience in environments requiring initiative and resourcefulness.
- Proficiency in MS Office Suite.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Human Resources' lobby for on-line application purposes

Mondays-Fridays, 8:30am to 5:30pm.

Washington Convention & Sports Authority

Human Resources Department

801 Mount Vernon Place, NW

Washington, DC 20001

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.