



CASCADE LAND CONSERVANCY

615 Second Ave Suite 600
Seattle, WA 98104

JOB ANNOUNCEMENT

BACKGROUND

Cascade Land Conservancy (CLC) fills a unique and important niche as the largest conservation and community building organization dedicated solely to this region. As a national leader, CLC is shaping a future that will flourish environmentally and economically. We partner with thousands of leaders and residents across the region to create healthy, livable and prosperous communities. For over 20 years, CLC has led efforts to conserve more than 172,000 acres of forests, farms, shorelines, parks and natural areas and restore critical landscapes.

Cascade Land Conservancy is an Equal Opportunity Employer. CLC actively seeks candidates from a variety of backgrounds, who are committed to the mission and vision of the organization.

OPEN POSITION: PROPERTY SERVICES TECHNICAL ASSISTANT

REPORTS TO: General Counsel

LOCATION: Seattle, WA

SALARY: Start at \$14 per hour, D.O.E.

BENEFITS: Eligible, Class IV

SUMMARY OF POSITION: The Property Services (PS) Technical Assistant will support the General Counsel and the PS Project Manager in coordinating activities involved in real estate transactions. This will include clerical and other duties including file management, coordination of due diligence activities, ordering appraisals and title reviews, monitoring deadlines and preparation of closing materials. The position will also support the general administrative needs of the division and/or organization.

TO APPLY: Email: jobs@cascadeland.org

Subject Line: "PSTA"

Or send cover letter and resume to:

Cascade Land Conservancy

615 Second Ave, Suite 600

Seattle, WA 98104

Fax: (206) 577-9956

ATTN: Operations Director

APPLICATION DEADLINE: 8/19/2011

APPLICATION PROCESS

Carefully review the attached job description and qualifications for this position. Typically, we only consider candidates who meet or exceed the qualifications outlined. Email submissions are preferable; however we do accept resumes via post and fax. When emailing resumes, please save your document as a PDF, Microsoft Word document or in text format.

CLC's Human Resources department thoughtfully reviews every resume submitted. Unfortunately due to the high volume of resumes we receive, we only contact applicants who we plan to interview. If we contact you for an interview, please be prepared to provide us with your full employment history and to undergo a thorough background and professional reference check. If we do not contact you, you were not considered for the position. You will know a position has been filled when we update the "Career Opportunities" page on our website: www.cascadeland.org.

SUMMARY OF BENEFITS

PAID TIME OFF (PTO)

- Employees accrue 160 hours of PTO annually. Employees who have worked for CLC for more than 5 years accrue PTO at a higher rate.
- 10 paid holidays – New Year's, MLK, President's, Memorial, Independence, Labor, Thanksgiving Eve/Day, Christmas and Christmas Eve or Boxing Day.
- Employees working a full calendar year must use at least 80 PTO hours annually. Employees working more than six months in a calendar year must use at least 40 PTO hours annually.

MEDICAL

- Group Health PPO (in-network) and First Choice Health Network (out-of-network).
- In/Out-of-Network office visit co-pay – \$25. Calendar year employee deductible at \$500; family at \$1,500.
- Employee portion of the medical/dental premium is deducted pretax. Contribution is based on class level:

Class I: Executive Management - \$100,
Class II: VP and Directors - \$75,
Class III: Program Managers & Other Staff – \$50
Class IV: Hourly Employees – \$25

- Family/dependent coverage is available at employee expense.
- Health Reimbursement Arrangement.

DENTAL

- Washington Dental Service – Delta Dental PPO;
- Preventative care paid in full; no deductible;
- Basic care at 80% coverage; major care at 50% coverage, annual maximum \$2,000.

VISION

- Eye exams covered once every 12 months – must be a GHC provider.
- Hardware benefits of \$100 in any 24 consecutive month period.

LIFE INSURANCE and AD&D

- \$35,000 Life and \$35,000 Accidental Death & Dismemberment insurance.
- CLC pays full premium.

SHORT TERM DISABILITY

- Benefit pays 60% of pre-disability salary, subject to policy cap.
- 14 day elimination period, 11 week maximum coverage.
- CLC pays full premium.

LONG TERM DISABILITY

- Benefit pays 60% of pre-disability salary, \$4,000 monthly policy cap.
- 90 day elimination period, 24 month maximum coverage.
- CLC pays full premium.

MISC BENEFITS

- Subsidized transportation pass offered – ORCA Passport with Home Free Guarantee.
- Employee Assistance Program (EAP)
- 401K eligibility after 6 months of employment
- COBRA Benefits – 60 day post termination election period.
- Flexible Spending Account

Benefits are effective the first full month of employment. Information contained herein is intended as only a brief summary of the benefits offered at Cascade Land Conservancy and is not all-inclusive. Actual benefits are subject to certain contracts and restrictions and may change without notice. Detailed features and limitations are available in the Administration Office.



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Seattle, WA 98104

JOB DESCRIPTION

POSITION:	PROPERTY SERVICES TECHNICAL ASSISTANT
REPORTS TO:	General Counsel
DEPARTMENT:	Property Services
LOCATION:	Seattle, WA
POSITION TYPE:	Full-time, Hourly
SALARY RANGE:	Start at \$14 per hour, D.O.E.
BENEFITS:	Eligible, Class IV

SUMMARY OF POSITION

The Property Services (PS) Technical Assistant will support the General Counsel and the PS Project Manager in coordinating activities involved in real estate transactions. This will include clerical and other duties including file management, coordination of due diligence activities, ordering appraisals and title reviews, monitoring deadlines and preparation of closing materials. The position will also support the general administrative needs of the division and/or organization.

SPECIFIC DUTIES

- Assistance with formatting of legal correspondence, real estate documents and business documents;
- Order, track and review title reports, appraisals, property surveys and environmental assessments for accuracy, completeness and consistency with title work received;
- Maintain excel and other database tracking sheets for division project monitoring and progress;
- Assist with due diligence on transaction closings including preparation of escrow instructions and closing documents;
- Coordinate with Finance Department on invoicing for grants or other reimbursable expenses;
- Provide day to day administrative support to the PS department and interdepartmental as part of CLC's administrative support pool;
- Maintain division work schedule and oversee project files maintenance, including auditing for completeness and archiving after project completion;
- Organize and maintain electronic documents and files;
- Prepare, maintain and file project and legal files;
- Other duties as assigned;

REQUIRED QUALIFICATIONS

- Bachelor's degree preferred, and 2+ years of related experience
- Demonstrates resourcefulness and strong problem-solving skills.
- Ability to organize and manage diverse activities and set priorities.
- Flexible and able to work well under pressure, with limited direct supervision.
- Intermediate knowledge of MS Office Suite;
- Ability to work some non-standard hours, including evenings and weekends, when necessary.