



# Lewis County Employment Opportunity

Division: **Human Resources** | Position: **Risk Management**

**Specialist Senior**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

Salary Range: **\$4,002 - \$5,381/mo.**

Posting Opens: **12/10/2020**

Posting Closes: **Open Until Filled**

First Review: **01/05/2021**

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## DEPARTMENT / OFFICE

This FLSA non-exempt position is located in the Human Resources/Risk/PDR Department.

## POSITION SUMMARY

Under limited supervision, provides complex support to the HR / Risk Director and performs a variety of administrative and technical risk management functions for the Lewis County HR / Risk Department; coordinates the administration of assigned Risk Management programs; conducts routine accounting tasks; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

## REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

## MINIMUM REQUIREMENTS

- Associate's Degree in Business Administration or a closely related field; AND four (4) year's Risk Management and/or administrative experience. A valid Driver's License is required
- May be required to pass a thorough background investigation.
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

***Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.***

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**NOTE:** The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.