



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Engineering

Position: Administrative Assistant-Grant Administration

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 119: \$4,027 – \$5,417/Mo.

Posting Opens: August 19, 2021

Closing Date: Open until filled

DEPARTMENT / OFFICE

This position is a FLSA non-exempt position within the Engineering Division of Public Works, located at 2025 NE Kresky Ave, Chehalis, WA.

POSITION SUMMARY

Under general supervision, coordinates and performs a variety of skilled administrative functions; provides clerical support to assigned managers and other Public Works departmental personnel; tracks and analyzes grant-funded programs, budgets and expenditures.

See <https://jobs.lewiscountywa.gov> for complete job description.

HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and job description.

Late applications will not be accepted.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360)740-1480 TTY.

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 requirements and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. equivalent; AND three (3) year's experience as an administrative assistant, plus one year of grant fund accounting experience. A valid Driver's License is required.
- Depending on area of assignment, a Notary Public License and/or other specialized certifications may be required

Desirable Qualifications:

- Proficient in Microsoft Office, Word and Excel
- Knowledge of Public Works functions
- Experience with federal grant applications, compliance, auditing and reporting
- Monitoring and ensuring the County's compliance with grant funding, reimbursement requests, and reporting requirements.
- Experience working with FEMA programs and disaster recovery.

APPLICATION 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
- ✓ Resume
- ✓ Letter of interest outlining work experience and qualifications
- ✓ Skills testing may be required

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.