



# Lewis County Employment Opportunity

Department: BOCC | Position: Clerk of the Board

Who May Apply: Lewis County Employees Only - Any

Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 22: - \$4,048-5,493/mo.

Posting Opens: 08/24/2016

Posting Closes: 08/30/2016 at 4:00 P.M.

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## DEPARTMENT / OFFICE

Board of County Commissioners  
351 NW North St.  
Chehalis, WA 98532

## POSITION SUMMARY

Under limited supervision, serves as Lewis County's Clerk of the Board and provides technical and administrative support to the County Commissioners; prepares and maintains all official minutes and records of the Board of County Commissioners; and performs a variety of accounting duties.

This is non-represented at-will position.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or pick up an application package between the hours of 8:00 a.m. and 5:00 p.m. at:

Lewis County Human Resources  
351 NW North St., #023  
Chehalis, WA 98532

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County.

## WHO MAY APPLY

This recruitment is open to any **current Lewis County employee** who meets the minimum qualifications and can perform the essential functions, with or without accommodation, 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.

**ALL sections of the application must be complete. "See resume" is not acceptable.**

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

All application materials must be received by Human Resources prior to posting closing date/time.

Applications may be faxed to 360-740-1494 or emailed to [daleyn.coleman@lewiscountywa.gov](mailto:daleyn.coleman@lewiscountywa.gov).

Applications not completed via Lewis County webpage must provide a signed hard copy within 5 business days.

## MINIMUM REQUIREMENTS

- Associate's Degree in Public Administration, Business Administration, or a closely related field; AND five (5) years executive assistant experience. Education in lieu of experience may be substituted per Lewis County Employee Handbook Section 2.0.
- Valid Driver's License
- Notary Public License

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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.

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.