



Lewis County Employment Opportunity

Department: **Human Resources/Risk** Position: **Records Manager**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 125: \$5,426 – \$7,298 (DOQ)**

Posting Opens: **December 17, 2021**

Closing Date: **Open until filled**

DEPARTMENT / OFFICE

This position is in the Lewis County Human Resources and Risk Management Department 351 NW North St, Chehalis WA.

POSITION SUMMARY

Under limited supervision, manages the preservation of the County's records and information management program, development, implementation, administration, and maintenance of this program. Establishes overall direction; and in conjunction with the IT Manager, plans, develops and implements electronic records software and records management component of other electronic systems throughout the County.

See www.lewiscountywa.gov/jobs for complete job description and requirements.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs.

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.

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.

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**

All application materials must be received in the Human Resource Department.

MINIMUM REQUIREMENTS

Bachelor's degree & Five (5) years' experience, or Associates degree and Ten (10) years' experience. Degree in Information Sciences, Library Sciences, or a related field; experience must be of professional related experience in information and/or records management including management of automated and manual retention /preservations processes. CRM designation may be in lieu of associate's degree.

A valid Driver's License is required.

Pass criminal background check.

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