



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Superior Court | Position: Official Court Reporter

Who May Apply: Any Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 122: \$56,859 – \$76,462/year

Posting Opens: 01/04/2021

Posting Closes: Open until filled

DEPARTMENT / OFFICE

This is a non-represented position in the office of the Superior Court.

POSITION SUMMARY

Under general supervision, performs a variety of court reporting duties on behalf of the Lewis County Superior Court; records various types of court proceedings; prepares court transcripts; and performs other related duties as assigned.

HOW TO APPLY

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

Application packets may be requested by calling (360) 740-1333 ext 3. Please note: there may not be sufficient time for the packet to be mailed and returned by 4:00 p.m. on the closing date of the posting. Packet may be mailed or delivered to:

**Lewis County Superior Court
345 W. Main Street, 4th Floor
Chehalis, WA 98532**

WHO MAY APPLY

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

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.

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 at Lewis County Superior Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to Susie.Palmateer@lewiscountywa.gov

MINIMUM REQUIREMENTS

Completion of a State accredited court reporting school; AND four (4) year's court reporting experience.

Washington State CCR License and a Notary Public License are 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.

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.