



Lewis County Employment Opportunity

Division: Real Estate | Position: Office Assistant Senior

Who may Apply: Any Qualified Applicant

Employment Status: Regular full-time

Salary Range: Grade 15: \$2,901 - \$3,050 (DOQ)

Full Salary Range: Grade 15: \$2,901 - \$3,904

Posting Opens: September 15, 2016

Closing Date: September 26, 2016

DEPARTMENT / OFFICE

This position is available in the Real Estate Division of Public Works at 2025 NE Kresky Ave, Chehalis.

POSITION SUMMARY

An Office Assistant Senior under close supervision, performs a variety of routine and skilled general office functions; provides clerical support to departmental personnel. Updates and maintains departmental policies, lists, records, files and databases; performs a variety of general accounting duties, prepares accounts payable vouchers and bank deposits, assists in monitoring assigned budgets, receives and processes permit and license applications and/or public records requests; collects and receipts monies for County fees; schedules and coordinates meetings, books meeting rooms, distributes meeting minutes. Receives, sorts and distributes departmental mail and performs other related duties as assigned. This position provides customer service on a daily basis. See job description for complete details.

This position is represented by the Teamsters Union Local 252, Combined Collective Bargaining Unit.

HOW TO APPLY

Online application process, application materials and job description are available at www.lewiscountywa.gov/jobs or pick up an application packet between 8:00AM – 5:00PM from:

**Lewis County Public Works Department
Public Services Building
2025 NE Kresky Avenue
Chehalis, WA 98532**

Application packets may be requested by calling 360.740.1123. Please note: there may not be sufficient time for the packet to be mailed and returned by the screening date.

All application materials must be received in the Public Works Department. Late applications will not be accepted. Application materials may be emailed to Lara.Seiler@lewiscountywa.gov or faxed to 360.740.1499 providing a signed hard copy follows within 5 business days. If following the online application process no hard copies need to be mailed.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation and possess the knowledge, skills and abilities as identified in the job description.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Specific technical training and certifications are required, depending on area of responsibility**

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D equivalent; AND two (2) year clerical experience.
- Valid Driver's License.

Desirable Qualifications:

- Knowledge of Microsoft Office, Word and Excel
- Excellent Customer Service Skills

NOTE:

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.

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.