



Lewis County Employment Opportunity

Department: Internal Services /Parks & Rec | Position: Administrative Assistant II

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Range 119: \$4,147 - \$5,579/mo.

Posting Opens: 05/05/2022

Posting Closes: Open until filled

First Screening: 05/12/2022

DEPARTMENT / OFFICE

This is a non-represented, FLSA non-exempt position located at the Parks & Recreation Department.

POSITION SUMMARY

Under general supervision, coordinates and performs a variety of skilled administrative functions; provides clerical support to assigned management and/or other departmental personnel; and performs other related duties as assigned.

HOW TO APPLY

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

Application packets may be requested by calling (360)740-1408.

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 qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodations, 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 by the Parks & Recreation Department.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D. equivalent; AND three (3) years' experience as an administrative assistant.

Depending on area of assignment, a Notary Public License and/or other specialized certifications 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.

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.