



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Administration

Position: Administrative Assistant

Who May Apply: Any Qualified Applicant

Employment Status: Regular/Full-Time

Salary Range: Grade 117: \$3,882 – \$5,221/Mo. (DOQ)

Posting Opens: September 13, 2022

Closing Date: Open until filled

DEPARTMENT / OFFICE

This position is within the Lewis County Public Works Department, Administration Division, located at 2025 NE Kresky Ave, Chehalis, WA.

POSITION SUMMARY

Under general supervision of the Administrative Assistant Senior, this position will provide a variety of administrative functions directly and indirectly supporting project management and contract administration. Duties may include coordination of internal and external meetings, taking minutes, preparing presentation materials; compiling and organizing complex records for contract and grant requirements, certified payroll verification, project filing, coordination of legal notifications and correspondence. Additional responsibilities in support of the Public Works Department may include customer service; answering phones, responding to written requests, and providing administrative support for department meetings.

New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this classification

HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and complete job description.

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.

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 requirements and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. equivalent; AND three (3) years' experience as an administrative assistant
- Knowledge and abilities essential to the successful performance of the duties assigned to the position.
- Ability to speak, read, and write the English language effectively
- Ability to follow written and oral instructions
- Depending on area of assignment, a Notary Public License and/or other specialized certifications may be required
- A valid Driver's License is required.
- Proof of eligibility to work in the United States

Desirable Qualifications:

- Proficient in Microsoft Office, Word and Excel
- Knowledge of public works functions
- Experience with public works contract management
- Public sector experience preferred

APPLICATION 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
- ✓ Resume
- ✓ Letter of interest outlining work experience and qualifications
- ✓ Skills testing 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.