



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Assessor

| Position: Customer Service

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 14: \$2,765/mo–\$3,718/mo (DOQ)

Posting Opens: 11/08/2016

Posting Closes: 11/16/2016 @ 4:00 p.m.

DEPARTMENT / OFFICE

This a represented position by the Teamsters Union in the Assessor's Office.

POSITION SUMMARY

Under close supervision, conducts a variety of technical functions involving the development and maintenance of maps and related data products for the Lewis County Assessor's Office; updates and maintains GIS parcel layer information; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description is included in email recruitment. You may turn in a completed application to:

Lewis County Assessor
351 NW North Street
Chehalis, WA 98532

Application packets may be requested by calling (360) 740-1111. 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.

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. *Preference will be given to Teamster's Assessor's members.*

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 in the Assessor's Office by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to marci.miess@lewiscountywa.gov providing a signed hard copy follows within 5 business days. *If completing the application online, no hard copies are necessary.*

MINIMUM REQUIREMENTS

High school diploma or G.E.D. equivalent; AND two (2) year's customer service and/or general office experience. Must be bondable and fluent in reading, writing and speaking the English language.

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.