



# Lewis County Employment Opportunity

Department: Public Health & Social Services | Position: Administrative Assistant Senior

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 121: \$4,805 - \$6,460/mo.

Posting Opens: March 3, 2023

Posting Closes: May 1, 2023, 4:00 p.m.

---

## DEPARTMENT / OFFICE

This position is with the Public Health & Social Services Department, located at 360 NW North Street, Chehalis, WA 98532

## POSITION SUMMARY

We currently have an outstanding opportunity for someone who is looking to be part of a dedicated and mission-driven team while enjoying excellent benefits and the chance to help build a healthier Lewis County. Your outstanding customer service skills will be on display as you ensure the efficient operation of our department and provide administrative support to our team. This is a fast-paced role with changing priorities, and no two days are ever the same as you organize meetings, respond to inquiries, and support general office processes and systems. This position requires strong communication, time management, and organizational skills.

---

## HOW TO APPLY

Apply online at: <https://jobs.lewiscountywa.gov/jobs/>

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

---

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 740-1480 TTY.

Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.

## WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions 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.

- ✓ Lewis County Employment Application
- ✓ Authorization to Release Information
- ✓ Cover Letter
- ✓ Resume

*Note: ALL sections of the application must be complete. "See resume" is not acceptable.*

All application materials must be received by Public Health & Social Services by the closing date.

## MINIMUM REQUIREMENTS

- ▶ Associate's Degree in Business Administration or a closely related field
- ▶ AND four (4) years' experience as an administrative assistant, including one (1) year supervisory experience.

---

*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.*

*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.*