



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: County Administration

Position: Administrative Assistant to the County Manager
(Executive Assistant)

Who May Apply: **Any Qualified Applicant**

Employment Status: **Casual Full Time**

Salary Range: **\$33.20 – \$44.67/hr.**

Posting Opens: **March 16, 2023**

First Review: **March 27, 2023 at 10:00 am**

DEPARTMENT / OFFICE POSITION SUMMARY

This is a FLSA exempt non-represented casual position within County Administration, located at 351 NW North St., Chehalis, WA.
(Temporary employment)

This casual position provides assistance to the Interim County Manager and oversees the day-to-day operations within county administration and on behalf of the Board of County Commissioners. The responsibilities include performing diverse, specialized, and complex work involving significant accountability. **The incumbent will not be expected to perform all of the duties listed in the job description.*

HOW TO APPLY

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

For additional questions, please contact Daleyn Coleman at (360) 740-1408 or daleyn.coleman@lewiscountywa.gov

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.

WHO MAY APPLY

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

MINIMUM QUALIFICATIONS

- Associate's Degree in Public Administration, Business Administration, or a closely related field; AND five (5) years' experience in administrative operations experience; and two (2) years' experience supervising.
- A Notary Public License may be required
- A valid Washington State Driver's License.

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**

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

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.