



# Lewis County Employment Opportunity

Office: Auditor's Office | Position: Elections Specialist

Who May Apply: All Qualified Applicants

Employment Status: Regular Full Time

Salary Range: \$3,529 – \$4,745/mo.

Posting Opens: 1/06/2017

Posting Closes: 1/27/2017 at 4:00 p.m.

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## DEPARTMENT / OFFICE

Auditor's Office/Elections Division  
351 NW North St  
PO Box 29  
Chehalis, WA 98532

## POSITION SUMMARY

Under general supervision, performs a variety of technical and administrative functions for the Lewis County Elections Department; processes voter registration applications and election ballots; maintains voter registration files; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description are available online at [www.lewiscountywa.gov/jobs](http://www.lewiscountywa.gov/jobs) or you may pick up an application packet at the Elections Division of the Auditor's Office between the hours of 8:00 a.m. and 4:00 p.m. at:

**Auditor's Office/Elections Division**  
**351 NW North Street**  
**First Floor**  
**Chehalis, WA 98532**

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 1/27/2017.

## 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. **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
- ✓ Supplemental Questionnaire

All application materials must be received in the Auditor's Office. Late applications will not be accepted. Applications may be emailed to [tom.stanton@lewiscountywa.gov](mailto:tom.stanton@lewiscountywa.gov).

## MINIMUM REQUIREMENTS

High School Diploma or G.E.D. required.  
3+ years progressively responsible experience in large database management and technology, including operations in complex computer systems and data input. Ability to successfully complete required education including training classes and obtain Elections Administrator Certification within 24 months. Must possess the functional skills necessary for the performance, maintenance and system improvements involved in all aspects of voter registration and elections work.

Must possess the ability to work with the public in stressful situations with civility, professionalism and courtesy.

Notary Public License and a valid Driver's License are required.

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**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.