

LEWIS COUNTY SHERIFF'S OFFICE SUPPORT TECHNICIAN 1 (CLERICAL)

The Lewis County Civil Service Commission is accepting applications for Support Technician 1. Support Technicians work in the Lewis County Sheriff's Office.

SALARY & BENEFITS

The current salary range is \$3,871 - \$5,204 (*3% increase each year for 2024 and 2025). See benefit document attached for full list of benefits. Support Technicians participate in the Washington State Department of Retirement Systems and may elect to participate in deferred compensation plans. Support Technicians must become and remain members of the Sheriff's Support Services Guild and pay membership dues.

MINIMUM QUALIFICATIONS

- Citizen of the United States.
- Provide proof of eligibility to work in the United States.
- Read and write English.
- High school diploma or GED.
- Minimum 21 years of age.
- Washington State driver's license.
- Minimum keyboarding speed 30 words per minute (corrected).
- Passing score on panel interview.
- Pass physical assessment, polygraph and thorough background examination.
- Able to obtain notary public status.
- Meet and pass State and Federal background and testing to be certified to access restricted and confidential computer systems.

APPLICATION DEADLINE

Applications can be downloaded online from the Lewis County Sheriff's Office website at <https://lewiscountywa.gov/offices/sheriff/sheriff-employment/>, or on Lewis County's job board. Return completed application to the Lewis County Sheriff's Office either in person, by emailing application to Sheriff@lewiscountywa.gov, or by mail to Lewis County Sheriff's Office, Attn: Application, 345 W. Main Street, Chehalis, WA 98532.

Applications are due by 4:00 p.m. on Friday, September 15, 2023. If your application is being mailed, it must be postmarked no later than September 15, 2023.

ONCE APPLICATIONS ARE RECEIVED, A PANEL INTERVIEW WILL BE SCHEDULED AND YOU WILL BE NOTIFIED OF THE DATE AND TIME.

For questions, contact Administrative Assistant Sherri Guenther at 360-740-1300, or by email at Sherri.Guenther@lewiscountywa.gov.