



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Solid Waste

Position: Office Assistant (.75 FTE)

Who May Apply: Any Qualified Applicant

Employment Status: Regular/Part -Time
(.75 FTE/30 hrs. a week)

Salary Range: Grade 113 (at .75 FTE):
\$19.73 – \$26.53/hour (DOQ)

Posting Opens: August 21, 2023

Closing Date: Open until filled

DEPARTMENT / OFFICE

This position is available within the Lewis County Public Works Department, Solid Waste Division located at the Central Transfer Station, 1411 S Tower Ave, Centralia, WA.

POSITION SUMMARY

This is an FLSA non-exempt represented position by the AFSCME, Local 1341 Collective Bargaining Unit.

Under close supervision of the Solid Waste Office Manager, this position will provide a variety of administrative functions directly and indirectly supporting the Solid Waste Division. Duties may include coordination of internal and external meetings, taking minutes, preparing presentation and outreach materials. Additional responsibilities may include providing visitors with information and direct them accordingly, professionally answer phone calls and direct callers to the appropriate party, responding to written requests, ordering supplies, accounts payable invoice entry, assist with accounts receivable, and providing administrative support for department meetings.

This position will be responsible for data entry and tracking. In addition, this position requires driving a county vehicle for assigned tasks which includes picking up incoming and delivering outgoing mail.

New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this position.

HOW TO APPLY

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

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 requirements and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description. Preference will be given to existing AFSCME represented employees.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. equivalent; AND one (1) year clerical experience
- A valid driver's license is required.

Desirable Qualifications:

- Proficient computer skills and ability to operate general office equipment.
- Customer service experience
- Excellent written and verbal communication skills

APPLICATION 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
- ✓ Resume
- ✓ Letter of interest outlining work experience and qualifications
- ✓ Skills testing may be required

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.