



Lewis County Employment Opportunity

Division: Internal Services/Parks & Recreation | Position: Office Assistant
Senior

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full Time

Salary Range: Grade 115: \$3,714 - \$4,992/mo.

Posting Opens: 09/26/2023

Posting Closes: Open until filled

First Screening: 10/03/2023

DEPARTMENT / OFFICE

This a regular non-exempt position located in the Southwest Washington Parks & Recreation Division of the Internal Services Department at:
1909 South Gold St. Centralia, WA 98531

POSITION SUMMARY

Under close supervision, performs a variety of routine and skilled general office functions; provides clerical support to departmental personnel; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>

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.

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.

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

All application materials must be received in the Parks & Recreation Department.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D. equivalent; AND two (2) year's clerical experience.

Depending on area of assignment, a valid Driver's License, Notary Public License, and/or other specialized certifications 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.