



Lewis County Employment Opportunity

Office: Assessor | Position: Administrative Assistant II

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 119: \$4,399-\$5,918/mo.

Posting Opens: 09/28/2023

First Review: 10/12/2023

Posting Closes: Open until filled

DEPARTMENT / OFFICE

This is an FSLA Non-Exempt, regular full-time position within the Assessor's Office.

Lewis County Assessor
351 NW North St
Chehalis, WA 98532

POSITION SUMMARY

Under general supervision, performs a variety of skilled administrative functions; provides confidential clerical support to assigned Director/Administrator and/or other departmental personnel; and performs other related duties as assigned.

HOW TO APPLY

Application materials and job description can be found at: <https://jobs.lewiscountywa.gov>.

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.

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.

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

MINIMUM REQUIREMENTS

- Associates Degree in Business Administration or related field; AND three (3) years' experience as an administrative assistant. *Government accounting experience is preferred.*
- Depending on area of assignment, a Notary Public License and/or other specialized certifications may be required
- A valid Driver's License
- May be required to pass a thorough background investigation
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively

Experience in lieu of education will be considered as outlined in Section 2.0 as described in the Lewis County Employee Handbook.

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.