



Lewis County Employment Opportunity

Division: **Human Resources** | Position: **Office Assistant**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full Time**

Salary Range: **Grade 113: \$3,420 – \$4,598/mo.**

Posting Opens: **11/27/2023**

Posting Closes: **First Review 12/07/2023**

DEPARTMENT / OFFICE

This position is with the Lewis County Human Resources Division of the Internal Services Department located at 351 NW North St, Chehalis, WA.

POSITION SUMMARY

Under close supervision, conducts a variety of routine general office functions for assigned areas of work; provides customer service to the public; and performs other duties as assigned.

HOW TO APPLY

Application materials and job description are available online at www.lewiscountywa.gov/jobs.

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 **by 4:00 of the closing date**. Late applications will not be accepted.

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. equivalent; AND one (1) year clerical experience.
- Depending on area of assignment, a valid Driver's License and/or other specialized licenses or certifications may be required.
- Proof of eligibility to work in the United States.
- Ability to speak, read, and write the English language effectively.

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.