



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Assessor

| Position: Property Control Specialist

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 116: \$3,871 - \$5,204 per month

Posting Opens: 12/06/2023

Posting Closes: Open Until Filled

DEPARTMENT / OFFICE

This is a represented position by the Teamsters Union in the Assessor's Office.

POSITION SUMMARY

Under close supervision, provides a variety of technical and clerical functions in relation to the administration of property exemptions, current use, and personal property for the Lewis County Assessor's Office; provides customer service to the public, and performs other related duties.

HOW TO APPLY

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

All applications must be completed online using the Lewis County web page.

Application packets may be requested by calling (360) 740-1408. Also, Lewis County accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.

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.

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 can perform the essential functions with or without accommodations, and possess knowledge, skills and abilities as identified in the job description. *Preference will be given to existing Teamsters Represented employees.*

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 by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D. equivalent; AND two (2) year's customer service and/or exemptions experience.

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.