



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: District Court

| Position: District Court
Deputy Clerk

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Range 116: \$3,987-\$5,361/mo.

Posting Opens: February 6, 2024

Posting Closes: Open Until Filled

DEPARTMENT / OFFICE

This is a non-represented FLSA non-exempt position.

POSITION SUMMARY

Under close supervision, performs a variety of clerical functions in support of Lewis County District Court operations; provides customer service to the public; collects and receipts Court fees and fines; prepares and files legal documents; and performs other related duties as assigned.

HOW TO APPLY

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

Application packets may be requested by calling (360) 740-1200. Please note: there may not be sufficient time for the packet to be mailed and returned by the first screening date.

Lewis County accepts no responsibility for completeness of applications, the timely delivery or the loss or damage of data when sent by email, fax, U.S. Postal Service, private carrier, delivery service, or other provider. Application materials received by Lewis County become the property of the County

WHO MAY APPLY

This recruitment is open to any qualified applicant who can perform the essential functions and possess 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 by the District Court.

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. equivalent; AND two (2) year's clerical experience, preferably within legal or court environment.
- A valid Driver's License is required.
- May be required to pass a thorough a background investigation
- Must be bondable

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.