



# Lewis County Employment Opportunity

Division: Recording Services | Position: Deputy Auditor - Recording

Who May Apply: All Qualified Applicants

Employment Status: Regular Full Time

Salary Range: Range 115: \$3,825 – \$5,142/mo. (DOQ)

Posting Opens: 03/22/2024

Posting Closes: Open until filled

First Review: 04/08/2024

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## DEPARTMENT / OFFICE

Auditor's Office/Recording  
351 NW North St  
PO Box 29  
Chehalis, WA 98532

## POSITION SUMMARY

Under close supervision, performs a variety of clerical and technical recording functions for the Lewis County Auditor's Office; assists customers with recording and document imaging functions; collects fees and payments for services, and records the transactions.

Incumbent will eventually cross train into Licensing. Once cross trained, incumbent's salary will be adjusted to Grade 116: \$3,987 - \$5,361/mo.

## 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.

## 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 by the closing date.

## MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. equivalent; AND one (1) year general office or customer service experience.
- Notary Public License is required within six months of hire.

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**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.