



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Juvenile | Position: Legal Assistant

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 15: \$2,901-\$3,904/mo. (DOQ)

Posting Opens: 02/22/17

Posting Closes: 03/13/17 at 12:00 p.m.

DEPARTMENT / OFFICE

Juvenile Court
360 NW North St. MS: JUV01
Chehalis, WA 98532

POSITION SUMMARY

Under close supervision, performs a variety of legal administrative functions on behalf of the Lewis County Juvenile Court; provides legal support to probation officers and administrative staff; prepares and files legal documents; creates and maintains case files; responds to inquiries and provides assistance to the general public; and performs other specialized duties relative to area of assignment.

See www.lewiscountywa.gov/jobs for complete job description and application materials.

HOW TO APPLY

Application materials and job are available at www.lewiscountywa.gov/jobs or you may turn in a completed application to:

Lewis County Juvenile Court
360 NW North St. MS: JUV01
Chehalis, WA 98532
ATTN: Susan Wickert

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 12:00 p.m. on the closing date of the posting.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements and can perform the essential functions and possess the knowledge, skills, and abilities as identified in the job description. **Preference will be given to represented members in the Teamster's unit.**

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 Lewis County Juvenile by 12:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to Susan.Wickert@lewiscountywa.gov providing a signed hard copy follows within 5 business days. Faxed copies will not be accepted. *If completing the application online, hard copies are not necessary.*

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.

MINIMUM REQUIREMENTS

- Associate's Degree in Legal Assistant studies; AND two (2) year's legal clerical experience; OR a High School Diploma or GED and an equivalent combination of education, training and experience.
- Must successfully complete a criminal history background investigation including a polygraph examination.
- A Notary Public License and a valid Driver's License are required.

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.