



# LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Assessor

| Position: Levy & Audit Deputy

Who May Apply: All Qualified Applicants

Employment Status: Regular Full-Time

Salary Range: Grade 20: \$3,705 – \$4,982/mo.

Posting Opens: 02/23/2017

Posting Closes: 03/03/2017 at 4:00 p.m.

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## DEPARTMENT / OFFICE

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

## POSITION SUMMARY

Under general supervision, coordinates and performs a variety of technical assessment functions for the Lewis County Assessor's Office; audits special use programs; and performs other related duties as assigned.

## HOW TO APPLY

Application materials and job description is included in email recruitment. You may turn in a completed application to:

**Lewis County Human Resources  
Room 023  
351 NW North Street  
Chehalis, WA 98532**

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 4:00 p.m. on the closing date of the posting. *Preference will be given to Teamster's represented employees within the Assessor's office.*

## 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.

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.

## 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 Human Resources Department by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted. Applications may be emailed to [marci.miess@lewiscountywa.gov](mailto:marci.miess@lewiscountywa.gov) providing a signed hard copy follows within 5 business days. *If completing the application online, no hard copies are necessary.*

## MINIMUM REQUIREMENTS

- Associate's Degree in Public Administration or a closely related field; AND three (3) year's experience in assessments and levy process administration
- A valid Driver's License is required
- Proof of eligibility to work in the United States
- Ability to speak, read, and write the English language effectively
  - *Education may be supplemented according to Lewis County Employee Handbook Section 2.0*
  - *Accounting & auditing may be substituted for assessment & levy*

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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.