



Lewis County Employment Opportunity

Department: **Community Development** | Position: **Office Assistant Senior**

Who May Apply: **Any Qualified AFSCME Employee**

Employment Status: **Regular Part-Time**

Salary Range: **115: \$22.07 - \$29.67/hr. (DOQ) @ .50 FTE**

Posting Opens: **08/27/2024**

Posting Closes: **09/04/2024 @ 4:00 p.m.**

DEPARTMENT / OFFICE

This is an AFSCME Local #1341 position within the Community Development Department.

POSITION SUMMARY

Under supervision of the Office Manager, provides support to the department by managing documents, entering data, organizing and running meetings, answering and directing phone calls and distributing mail; prepares accounts payable and bank deposits and assists in monitoring budgets.

HOW TO APPLY

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

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

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 accepts no responsibility for completeness of applications. Application materials received by Lewis County become the property of the County.

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 AFSCME Local #1341 member currently employed by Lewis County who meets the minimum qualifications and can perform the essential functions, with or without accommodations, 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**

MINIMUM REQUIREMENTS

- ▶ High School Diploma or G.E.D. equivalent; AND two (2) year's clerical experience.
- ▶ Valid Driver's License
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively
- ▶ Depending on the area of assignment valid Notary Public License or other special certifications may be 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.