



Lewis County Employment Opportunity

Department: Internal Services/Parks & Rec | Position: Administrative Assistant II

Who May Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 119: \$4,531 - \$6,096/mo. (DOQ)

Posting Opens: 11/22/2024

Posting Closes: Open until filled

DEPARTMENT / OFFICE

Parks and Recreation Division
Southwest Washington Fairgrounds
1909 South Gold St.
Centralia, WA 98531

POSITION SUMMARY

This position is a FLSA non-exempt represented position by the Teamsters Local Union No. 252, representing the Combined Group.

Under general supervision, performs a variety of skilled administrative functions; provides confidential clerical support to assigned Director/Administrator and/or other departmental personnel; and performs other related duties as assigned.

HOW TO APPLY

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

Late applications will not be accepted.

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.

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 applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation, 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

- ▶ Associate's Degree in Business Administration, or a closely related field; AND three (3) years' experience as an administrative assistant
- ▶ Valid Driver's License
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively

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.