



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Administration

Position: Public Works Customer Service Representative

Who May Apply: Any Qualified Applicant

Employment Status: Regular/Full-Time

Salary Range: Grade 115: \$3,825- \$5,142/Mo. (DOQ)

Posting Opens: December 10, 2024

Closing Date: Open until filled

DEPARTMENT / OFFICE

This is a Teamster's 252 Combined Group represented position within the Lewis County Public Works Department Administration Division, located at 57 W Main St., Chehalis, WA.

POSITION SUMMARY

Under close supervision of the Administrative Assistant Senior, this position provides prompt, courteous, and efficient customer service on behalf of the Lewis County Public Works Department. The position performs assigned support work for customer services related to departmental operations.

Additional responsibilities in support of the Public Works Department may include utility customer service; answering phones, payment transactions, data entry, miscellaneous clerical tasks, critical thinking skills and responding to written requests.

New employees must successfully complete a six (6) consecutive-month probationary period prior to obtaining permanent status in this classification

HOW TO APPLY

Interested individuals are encouraged to apply online at <https://jobs.lewiscountywa.gov> and to view application materials and complete job description.

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 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 requirements and can perform the essential functions, with or without accommodation, and possess knowledge, skills and abilities as identified in the job description. Preference will be given to present Teamster's 252 Combined Group members currently employed by Lewis County.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. equivalent; AND two (2) years' experience in customer service or closely related positions.
- Knowledge and abilities essential to the successful performance of the duties assigned to the position.
- Ability to speak, read, and write the English language effectively
- Ability to follow written and oral instructions
- A valid Driver's License is required.
- Proof of eligibility to work in the United States

Desirable Qualifications:

- Proficient in Microsoft Office, Word and Excel
- Knowledge of public works functions
- Previous cash handling experience
- Public sector experience preferred

APPLICATION 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
- ✓ Resume
- ✓ Letter of interest outlining work experience and qualifications
- ✓ Skills testing 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.