



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Office: Superior Court | Position: Superior Court
Administrator

Who may Apply: Any Qualified Applicant

Employment Status: Regular Full-Time

Salary Range: Grade 127: \$6,886 - \$9,260/mo.

Posting Opens: February 20, 2025

Posting Closes: Open Until Filled

First Review: March 12, 2025

DEPARTMENT / OFFICE

This is a non-represented position in the office of the Superior Court.

POSITION SUMMARY

Under general direction, plans, coordinates, and manages administrative operations for the Lewis County Superior Court; develops and implements administrative policies and procedures; oversees the Court's case flow and records management functions; coordinates special projects; administer grants and contracts; and supervises assigned personnel.

HOW TO APPLY

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

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 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.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions 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

All application materials must be received in the Superior Court by 4:00 p.m. on the closing date of this posting. Late applications will not be accepted.

MINIMUM REQUIREMENTS

Bachelor's Degree in a related field; AND three (3) years' experience supervising court administrative operations.

A valid Driver's License is required.

Specific technical training and certifications may be required.

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.