



Lewis County Employment Opportunity

Office: Auditor's Office | Position: Elections Specialist

Who May Apply: All Qualified Applicants

Employment Status: Regular Full Time

Salary Range: Grade 120: \$4,876 – \$6,560/mo. DOQ

Posting Opens: February 26, 2025

Posting Closes: Open until filled

First Review: March 12, 2025

DEPARTMENT / OFFICE

This is a non-represented position within the Auditor's Office located at 351 NW North Street, Chehalis, WA 98532.

POSITION SUMMARY

Under general supervision, performs a variety of technical and administrative functions for the Lewis County Elections Department; processes voter registration applications and election ballots; maintains voter registration files; and performs other related duties as assigned. Assists Elections Manager with all aspects of election management.

HOW TO APPLY

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

Late applications will not be accepted.

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.

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 section process.

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

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. required; AND
 - 3+ years progressively responsible experience with operating complex computer systems and data input, including use of Microsoft Word, Excel, Outlook; AND
 - Must successfully complete training to obtain Elections Administrator Certification within 24 months as a condition of employment.
 - A valid Driver's License is required
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