



Lewis County Employment Opportunity

Division: Licensing Services | Position: Deputy Auditor - Licensing

Who May Apply: All Qualified Applicants

Employment Status: Regular Full Time

Salary Range: Range 115: \$4,047 - \$5,439/mo.

(DOQ)

Posting Opens: January 16, 2026

Posting Closes: Open until filled

First Review: February 2, 2026 at 4:00 p.m.

DEPARTMENT / OFFICE

Auditor's Office/Licensing
351 NW North St
PO Box 29
Chehalis, WA 98532

POSITION SUMMARY

Under close supervision, performs a variety of clerical and technical licensing functions for the Lewis County Auditor's Office; assists customers with vehicle, vessel and mobile home licenses, permits and transactions; collects fees and payments for services, and records the transactions.

Incumbent will eventually cross train into Recording Services. Once cross trained, incumbent's salary will be adjusted to Grade 116: \$4,218 - \$5,670/mo.

HOW TO APPLY

Application materials and job description are available online at:

<https://jobs.lewiscountywa.gov/>

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 by the closing date.

MINIMUM REQUIREMENTS

- High School Diploma or G.E.D. equivalent; AND one (1) year general office or customer service experience.
- Department of Licensing Certification and a Notary Public License is required within six months of hire.

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.