



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: Public Works

Division: Road Maintenance

Position: Administrative Assistant

Who May Apply: Any Qualified Applicant

Employment Status: Regular/Full-Time

Salary Range: Grade 117: \$4,399 - \$5,916/Mo.

Posting Opens: March 11, 2026

Closing Date: March 18, 2026, at 4:00 PM

DEPARTMENT / OFFICE

This position is available in the Lewis County Public Works Department, Road Maintenance Division, located at 476 W. Main St., Chehalis, WA.

POSITION SUMMARY

Under general supervision, coordinates and performs a variety of skilled administrative functions; provides administrative and accounting support to management and other department personnel, as assigned. Assist with the organization and maintenance of Road Maintenance personnel records/training data, and records retention in accordance with established rules and guidelines. Other duties include, but are not limited to, payroll and accounting functions, assisting with the basic recruitment process, and performing other related duties as assigned. See <https://jobs.lewiscountywa.gov> for the complete job description.

HOW TO APPLY

To view application materials and job descriptions, and to apply online, go to <https://jobs.lewiscountywa.gov>.

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.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum requirements, can perform the essential functions, with or without accommodation, and possesses the knowledge, skills, and abilities identified in the job description.

MINIMUM QUALIFICATIONS

- Three (3) years of administrative assistant or clerical experience
- High School Diploma or G.E.D equivalent
- Valid Driver's License

Desirable Qualifications:

- One (1) year of governmental accounting or fiscal experience

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment:

- ✓ 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 on the 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 part of the review and selection process.

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.