



Lewis County Employment Opportunity

Division: **Emergency Management |**

Position: **Administrative Assistant**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Part-time @ 0.50 FTE**

Salary Range: **Grade: 117 \$24.71-\$33.23/hr. (DOQ)**

Posting Opens: **August 29, 2025**

Posting Closes: **Open Until Filled**

First Review: **September 19, 2025**

DEPARTMENT / OFFICE

Division of Emergency Management
351 NW North St.
Chehalis, WA 98532

POSITION SUMMARY

Under general supervision, coordinates and performs a variety of skilled administrative functions; provides clerical support to assigned management and/or other departmental personnel; and performs other related duties as assigned. Provides staff support during emergency activations, incidents, training, and exercises within the Emergency Operations Center and other operational environments.

HOW TO APPLY

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

Application packets may be requested by calling (360)740-1408. Please note: there may not be sufficient time for the packet to be mailed and returned by the closing date.

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.

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 qualifications and can perform the essential functions, with or without accommodation, 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

- ▶ Associate's Degree in Public Administration, Emergency Management, Business Administration, or a related field; OR
- ▶ Equivalent combination of education and administrative/office experience.
- ▶ Must provide a driver's abstract and successfully pass a background check
- ▶ Valid Driver's License
- ▶ Proof of eligibility to work in the United States
- ▶ Ability to speak, read, and write the English language effectively

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.