

SUPPORT TECHNICIAN I (CLERICAL) - LEWIS COUNTY SHERIFF'S OFFICE

Lewis County Civil Service Commission is accepting applications for Support Technician I. Support Technicians work in the Lewis County Sheriff's Office.

SALARY RANGE

The current salary range is \$2,959 - \$3,980. The current benefit package includes medical, dental, vision, and life insurance as well as vacation, sick leave, and comp time. Support Technicians participate in the Washington State Department of Retirement Systems and may elect to participate in deferred compensation plans. Support Technicians must become and remain members of the AFSCME Union and pay membership dues.

MINIMUM QUALIFICATIONS:

- Citizen of the United States.
- Provide proof of eligibility to work in the United States.
- Read and write English.
- High school diploma or GED.
- Minimum 21 years of age.
- Washington State driver's license.
- Meet Civil Service requirements and pass examinations, including written test, physical agility, oral and keyboarding.
- Minimum keyboarding speed 50 words per minute (corrected).
- Pass physical assessment, polygraph and thorough background examination.
- Able to obtain notary public status.
- Meet and pass State and Federal background and testing to be certified to access restricted and confidential computer systems.

APPLICATION

Applications are available from the Lewis County Sheriff's Office located on the 1st floor of the Law & Justice Building at 345 West Main Street in Chehalis, Monday through Friday, 8:30 a.m. to 4:30 p.m. A \$20.00 application/testing fee (cash, check, money order payable to Lewis County Civil Service Commission) must be paid when submitting application which is due by April 8, 2016 at 3:00 p.m. Submit completed applications, along with the \$20.00 application/testing fee, at the Lewis County Sheriff's Office or by mail:

Lewis County Sheriff's Office
Attn: Applications
345 West Main Street
Chehalis, WA 98532

TESTING

April 14, 2016 – 4:00 pm to 6:30 pm
Doors open at 3:30 pm
Centralia College – Washington Hall – Room 207

TESTS TO INCLUDE THE FOLLOWING:

TYPING 50 WPM
PROOFREADING
GRAMMAR
SPELLING
FILING