

LEWIS COUNTY SHERIFF'S OFFICE SUPPORT TECHNICIAN 1 (CLERICAL)

The Lewis County Civil Service Commission is accepting applications for Support Technician 1. Support Technicians work in the Lewis County Sheriff's Office.

SALARY & BENEFITS

The current salary range is \$3,871 - \$5,204 (*3% increase each year for 2024 and 2025). See benefit document attached for full list of benefits. 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 Sheriff's Support Services Guild 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, keyboarding, proofreading, grammar, spelling, filing.
- 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 DEADLINE

Applications can be downloaded online at <https://lewiscountywa.gov/offices/sheriff/sheriff-employment/>, or picked up at the Lewis County Sheriff's Office at the Law & Justice Center, 345 West Main Street, Chehalis, Monday through Friday, 8:30 a.m. to 4:00 p.m. Applications are due by 4:00 p.m. on Monday, February 27, 2023. Applications must be postmarked no later than February 27, 2023.

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

**TESTING WILL BE HELD ON THURSDAY, MARCH 2, 2023,
AT 3:00 P.M., AT THE LEWIS COUNTY HISTORIC COURTHOUSE,
351 NW NORTH STREET, CHEHALIS, WA. PLEASE ENTER THE BASEMENT
OF THE BUILDING ON THE EAST SIDE AND GATHER IN THE HALLWAY.
YOU WILL BE ESCORTED TO THE TESTING AREA.
TESTING TO INCLUDE TYPING (50 WPM), PROOFREADING,
GRAMMAR, SPELLING, FILING.**

For questions, contact Administrative Assistant Sherri Guenther at 360-740-1300, or by email at Sherri.Guenther@lewiscountywa.gov.