



LEWIS COUNTY EMPLOYMENT OPPORTUNITY

Department: **Juvenile** | Position: **Business and Office Manager**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 125: \$6,106-\$8,214/mo. (DOQ)**

Posting Opens: **September 30, 2025**

Posting Closes: **Open Until Filled**

First Review: **October 16, 2025, at 5 pm**

DEPARTMENT / OFFICE

Lewis County Juvenile Court
1255 SW Pacific Ave.
Chehalis, WA 98532

POSITION SUMMARY

Under limited supervision, this position assists the Juvenile Court Administrator and the Lewis County Juvenile Probation Department, Guardian ad-Litem program, and Detention Facility in performing professional and confidential office management functions; may be assigned to supervise the administrative legal records operations and personnel, and perform other related duties as assigned.

Anticipated start date: January 1, 2026.

HOW TO APPLY

Application materials and complete job description are available 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 4:00 p.m. on the closing date of the posting.

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 requirements and can perform the essential functions and possess 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 Lewis County Juvenile. Late applications will not be accepted.

MINIMUM REQUIREMENTS

- Associate's Degree in Business Administration; Accounting, or a closely related field; AND four (4) years' experience supervising administrative operations.
- Must successfully complete a criminal history background investigation including a psychological and polygraph examination.
- A Notary Public License may be required.

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.