



EMPLOYMENT OPPORTUNITY

The Port of Longview is seeking a **Records & Administrative Assistant** to join our team!

Position Overview: The Records & Administrative Assistant is responsible for maintaining the Port's record management system while also providing clerical and administrative support to ensure efficient functioning of the Port Administration office.

Minimum Qualifications:

- High school diploma or GED equivalent.
- One (1+) year of experience working in an office environment, including filing, accounting, bookkeeping, or other administrative support.
- An equivalent combination of education and experience.
- Preference is given to individuals with records management, archival experience or legal experience.
- This position will be required to attend record management training within the first 90 days as required by RCW 42.56.

Salary Range: \$40,374 - \$56,523

Beginning salary will be dependent upon qualifications and experience. New hires typically start between 85-90% of the midpoint. Midpoint for this position is \$48,449.

For the full job description/qualification requirements, the online application, and hiring schedule please visit our website: <https://www.governmentjobs.com/careers/portoflongview/>

Human Resources Department:

Attn: Human Resources Manager
10 International Way, Longview WA 98632
(360) 425-3305 ext. 203

Email: mmccabe@portoflongview.com

The Port of Longview is an Equal Opportunity Employer.