



Area Agency on Aging

Lewis-Mason-Thurston Area Agency on Aging

3603 Mud Bay Rd. W
Olympia, WA 98502-2539

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February 16, 2010

Dear Interested Person:

In response to your interest in the Receptionist position, I am sending you an application packet consisting of an application and job description.

The Lewis-Mason-Thurston Area Agency on Aging (LMTAAA) is a local governmental agency which receives federal and state funds to plan, advocate for, develop, coordinate, and support a comprehensive and coordinated service delivery system for the elderly, as well as some disabled adults, in the three county area. LMTAAA provides Information & Assistance/Case Management services in the three county area to insure access to needed social and health services for the elderly, as well as younger disabled adults receiving DSHS in-home personal care services. The Receptionist provides support to these staff.

The LMTAAA provides a wide variety of benefits to its employees; including a cafeteria plan with choice of health plans, vision, dental and life insurance for the employee and their dependents, retirement benefits under the Public Employees Retirement System (PERS), 13 holidays per year, 13 hours per month of alternate leave, and optional Employee Assistance and Deferred Compensation programs. LMTAAA has a 10-step salary schedule. The range for the position is \$2,137 to \$2,842, initial placement depending on qualifications.

If after reviewing the enclosed information you would like to be considered for this position, please return a completed application, a resume and a cover letter, listing three professional references. This position is open until filled.

Sincerely,

Marilyn Trent
I&A/CM Program Manager