



The County of Warren is now accepting applications for the following full-time position:

**EXECUTIVE OFFICE ASSOCIATE/DEPUTY CLERK TO
BOARD OF SUPERVISORS**

Warren County is seeking a highly motivated, energetic individual to fill the position of Executive Office Associate/Deputy Clerk to the Board of Supervisors, which is open for the first time in over 30 years! This position performs complex administrative work in support of the County Administrator and members of the Board of Supervisors. Duties include, but are not limited to, preparing agendas and attending all regular meetings of the Board of Supervisors and assigned Town/County Liaison meetings; serving as County FOIA Officer; preparing minutes and completing all follow-up work from Board meetings to include preparing correspondence and resolutions, advertising public hearings, etc.; recording and indexing minutes; and performing other clerical duties as requested by the County Administrator and Board members. Successful applicant must have strong interpersonal and organizational skills, strong written and oral communication skills, and the necessary technical expertise to revitalize workflow of the position. Comprehensive knowledge of standard office practices and procedures; ability to interpret and apply policies and procedures, including the Virginia Freedom of Information Act; and ability to operate MS Office Suite required. Any combination of education and experience equivalent to graduation from high school supplemented by course work in secretarial science and extensive experience in clerical and administrative work. Salary range is \$35,851.23 - \$54,551.90 with excellent benefits package. For employment application, including job description, contact Warren County Administrator's Office, 220 North Commerce Avenue, Suite 100, Front Royal, Virginia, 22630, (540) 636-4600, or applications may be obtained online at www.warrencountyva.net. Applications will be accepted until 5 p.m. on November 18, 2016. EEO.