



Pittsylvania County is seeking to hire a full-time Community Policy & Management Team (CPMT) Office Manager to join our team. The successful candidate will assist CPMT Coordinator and case managers and CPMT members by performing a wide and complex variety of secretarial, clerical, research and administrative activities that often require the interpretation of and application of established policies, rules and regulations. Exercise considerable initiative, independent judgment, and discretion in performing complex office and administrative duties and keeping informed of operating policies and procedures of the Children's Services Act (CSA) Program. Must be able to maintain a high level of confidentiality and professionalism.

Summary: See job description on Pittsylvania County website under job openings.

Education: Completion of high school or its equivalent with courses in secretarial science or business with at least three (3) years secretarial or clerical experience as an administrative secretary. An Associate's Degree in Secretarial Science or related field may substitute for two (2) years of work experience.

Salary: \$33,790 with County benefits to include (health, dental, life insurance, retirement, vacation/sick leave and holidays).

To Apply: Go online to: <http://www.pittsylvaniacountyva.gov> (Job Openings) or Download Application and mail to:

Pittsylvania County
Attn: Human Resources
PO Box 426
Chatham, VA 24531

Submission packet must include: County application, resume and cover letter.

DEADLINE: Open until filled. First review of applications – February 10, 2017.