



RAPPAHANNOCK COUNTY, VIRGINIA

Executive Assistant to County Administrator

Executive Assistant is a direct report to the County Administrator and performs a variety of administrative, clerical, receptionist, scheduling, and customer relations tasks for County Administration. Serves as Deputy Clerk to the Board of Supervisors. Job entails attending day and evening meetings of the Board of Supervisors and includes preparing Board meeting agendas, resolutions, minutes, correspondence, and other related materials. Preparing and posting agendas on BoardDocs for BOS and other county agencies is a significant portion of duties. Successful candidate will be a reliable self-starter who is able to work autonomously, has initiative, and takes pride in his or her work. Looking for a competent and experienced individual with excellent skill set in English communication, customer service, and MS Office Word, Excel and Power-Point. Preference for five or more years administrative work experience and local government experience, with BoardDocs software experience a plus. Anticipated hiring salary range \$30,000 - \$40,000, based on experience and qualifications. Excellent benefits, including Virginia Retirement System and health insurance with family supplement. Send letter of interest, resume, and completed employment application found at www.rappahannockcountyva.gov by email to ldmay@rappahannockcountyva.gov or to County Administration, P.O. Box 519 Washington, VA 22747. Position open until filled; review of applications will begin on Fri., Oct. 27. EOE