



**Pittsylvania County** is seeking a temporary part-time administrative assistant with flexible schedule who is customer friendly and has great work ethic, and professional demeanor to provide support for a temporary assignment as directed by the Board of Equalization (BOE). Primary responsibilities will include greeting visitors, answering incoming calls, scheduling/coordinating meetings and hearings.

**Minimum Requirements:** High School diploma or GED. Minimum two (2) years clerical experience in office setting. Strong computer skills to include Microsoft applications. Excellent oral and written communication skills. Ability to multi-task in a fast-paced environment and meet deadlines. Successfully contribute to a positive work environment. Some nights and weekends required.

**Hourly Rate:** \$10-12; DOQ

**Submission requirements:** Pittsylvania County application, resume and letter of interest.

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

**DEADLINE:** November 27, 2017, 5:00 p.m.