



Pittsylvania County is seeking a temporary full-time administrative assistant. Under the supervision of BOE Chairman for the 2017-2018 year, the incumbent is responsible for performing a wide and complex variety of secretarial, clerical, data entry, and administrative functions. This position is suitable for a candidate with a successful track record of being a self-starter, attention to detail, technical skills with proficiency in Microsoft Office applications, excellent communication skills (both verbal and written), ability to meet deadlines, multi-task in a fast paced environment. Willingness and ability to receive and follow instructions. Dependable with strong work ethic.

Minimum Requirements: Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained within six months/one year of advanced study, or training past high school diploma. Junior college, vocational, business, or technical schools are likely sources. Up to one year of experience preferred.

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.