



## **SR. EXECUTIVE ASSISTANT**

Cumberland County is seeking a qualified person to perform the duties of a Senior Executive Assistant. This position performs high level skilled clerical and office management work as well as independent research and drafting of documents for the county administrator and the county attorney. Assists all departments as needed, with primary focus on assisting the finance department, the county administrator and county attorney. Work is performed under the supervision of the county administrator. Any combination of education and experience equivalent to graduation from an accredited college and university, with major course work in business, finance, government or public affairs, or any relevant discipline. Valid driver's license in the Commonwealth of Virginia required. The preferred hiring range is \$30,000-35,000; however, the successful candidate's final negotiated starting salary will be dependent upon the candidate's education and experience. This position is not FLSA exempt. Submit a cover letter, detailed resume and two professional references letters along with a Cumberland County employment application to:

Nicci Edmondston, Assistant County Administrator  
Cumberland County  
1 Courthouse Circle  
P.O. Box 110  
Cumberland, VA 23040

**Open until filled.**

Visit our website: <http://www.cumberlandcounty.virginia.gov/administration/employment>  
Electronic submissions may be submitted to [nedmondston@cumberlandcounty.virginia.gov](mailto:nedmondston@cumberlandcounty.virginia.gov)

*Cumberland County is an Equal Opportunity Employer*