

## Essex County



**Job Title: Office Associate I**

**Status: Full time with benefits**

**Salary: Grade 101 - \$19,748 – \$31,596**

Essex County is seeking a detail oriented individual to perform a variety of office related tasks to include answering the phone, producing documents and forms using Microsoft Office, and performing work for various County departments. The selected individual will directly assist the County Administrator performing research, preparing correspondence, and coordinating daily business. The successful candidate will also assist the Assistant County Administrator with bi-weekly payroll functions. Experience and proficiency with Microsoft Word, Excel, and PowerPoint are required and will be tested at interview.

For more information please contact the Pam Smith, Assistant County Administrator, at 804-443-8155 or visit our Website at [http://www.essex-virginia.org/county\\_government/employment](http://www.essex-virginia.org/county_government/employment) . To be considered, a completed Essex County employment application is required and may be obtained online at the County's website. Completed applications should be submitted to Pam Smith, P. O. Box 1079, Tappahannock, VA 22560. Open until filled. Application review will begin on May 23, 2018.

Essex County is an equal opportunity provider.