



GLOUCESTER COUNTY
invites applications for the position of:

Admin Assistant – Real Estate Assessment

SALARY: \$17.65 Hourly

OPENING DATE: 5/8/2019

CLOSING DATE: 5/22/2019

DESCRIPTION:

Our Administrative Assistant in the Real Estate Assessment department performs a wide variety of complex administrative, technical, and fiscal support services for the department. Work requires extensive knowledge of the department's services, policies and procedures and an ability to communicate these to others. Employee must exercise independent judgment, personal initiative, attention to detail, and discretion in completing assignments. Employee must also exercise considerable tact and courtesy in dealing with the general public, vendors, and other departments. Reports to the Assessor or other designated Supervisor.

This position closes on 5/22/2019 @ 11:59 p.m. EST

This position is available July 1, 2019 and works part-time, 24 hours/wk.

Examples of Duties

1. Answers telephone and greets visitors; receives internal and external inquiries and provides factual information or refers inquiries to appropriate personnel.
2. Collects, compiles, and inputs data into various databases or specialized computer programs to assist with operations and/or reporting requirements; performs research on department related topics as needed.
3. Administers P-Card program for the department; codes transactions into the SunTrust Enterprise Spend Platform system and verifies required supporting documentation such as receipts and training applications; performs other functions related to bookkeeping or fiscal duties as needed.
4. Composes, types, copies, assembles and mails various materials associated with the department, which requires use of a variety of computer software programs to produce; assumes responsibility for proofreading for accuracy and correctness, includes, but not limited to regular correspondence, reports, spreadsheets, newsletters, brochures, flyers, statements, etc.; performs mail distribution and retrieval.
5. Establishes and maintains a variety of files and records; routinely updates files and records; maintains confidentiality of all files. Responsible for records management for the department; retains and destroys records in accordance with state and federal laws and regulations; purges documents for destruction.
6. Types material from typed or handwritten copy, which requires use of a variety of complicated formats for preparing correspondence, memos, forms, bids, advertisements, public notices, monthly operations reports, financial reports, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar.
7. Maintains office supply inventory and orders supplies.
8. Assists with website maintenance for the department, edits content and layout, organizes and uploads content as needed.
9. Schedules and coordinates appointments, meetings, conferences, and training for the department; makes travel arrangements as needed.
10. Performs other duties as assigned.



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QUALIFICATIONS:

- High school graduate or GED supplemented by post-secondary coursework in office administration or related field.
- Three (3) to Five (5) years of related work experience in administrative support services. Some experience in a real estate setting preferred.
- Any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license; possess and maintain a driving record that meets the County's established [Driver Eligibility and Driving Standards](#) as stated in Administrative Policy, Section 620.5.

Note: To be considered for this position, your cover letter and resume must be attached to your application. A minimum of 3 professional references must be submitted. (Note: Professional references are individuals who can attest to your job-related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related. Professional references should include job title, company name and address, phone numbers and email address if available.)

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County [Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.](#))

Click the link for a complete job description [Administrative Assistant – Real Estate Assessment](#)
To apply on-line, visit our website at: www.gloucesterva.jobs

Gloucester County is an Equal Opportunity Employer