

Amherst County is recruiting a part-time Administrative Assistant for the Children Services Act (CSA) program. This position assists the CSA Program Manager with the daily operations of the CSA program, providing administrative and office management support functions. The position requires a detail-oriented person with strong customer service skills. The ability to maintain confidentiality and work quickly and independently toward deadlines is key.

A high school diploma or equivalent, proficiency with the Microsoft Office suite and at least one year of administrative support experience is required. The schedule is M-F, 20 hours per week with some flexibility in the daily work hours.

Interested candidates may apply by submitting a resume through Indeed at the link below:

<https://www.indeed.com/viewjob?jk=3c041f736e1dd676&from=myjobs&tk=1depieup90gh6000>

Questions regarding the position should be directed to CSA Program Manager Joni Tables at 434-946-9398 or via email at jatables@countyofamherst.com. The position is open until filled. EEO