

**Vacancy Announcement**

**FULL-TIME ADMINISTRATIVE SECRETARY**

Westmoreland County has an opening for a full-time Administrative Secretary in the Building & Zoning department. Duties include preparing for Board meetings, as well as purchasing and general office support. Salary DOQ. Applications will be accepted until 4:00 p.m. on Wednesday, March 25, 2020. Application information is available in the Land Use Administration office located in the George D. English, Sr. Memorial Building, Montross, Virginia and on the County website at [www.westmoreland-county.org/jobs](http://www.westmoreland-county.org/jobs). Westmoreland County is an AA/EEO/ADA Employer.

**BY ORDER OF THE WESTMORELAND COUNTY BOARD OF SUPERVISORS**

**Norm Risavi, County Administrator**