



## **SECRETARY/RECEPTIONIST COUNTY ADMINISTRATION**

**SALARY:  
\$25,879.00 - \$42,645.00 (DOQ/DOE)**

The Westmoreland County Administrator's office is accepting applications for the full-time position of Secretary/Receptionist. The position performs intermediate skilled clerical work assisting in the operation of the County Administrator's office; does related work as required. Work is performed under general supervision. Provides clerical support for senior county officials and elected board members; answers telephones and directs callers to appropriate personnel; receives visitors to the department; assists customers with forms, bills, and/or other documents; distributes incoming mail; responds to inquiries and complaints; prepares and maintains manual and computerized records. This position serves as the department receptionist and is the primary backup for the Executive Assistant.

Any combination of education and experience equivalent to graduation from high school and a minimum of five years of secretarial experience, preferably in a government setting including contact with the public. Applications (use VA Form 10-012) and job description may be obtained by calling the County Administrator's office at (804) 493-0130, or online at [www.westmoreland-county.org](http://www.westmoreland-county.org). Submit application, resume and cover letter to: Norm Risavi, County Administrator, Westmoreland County, P. O. Box 1000, Montross, Virginia 22520, or via electronic mail: [nrisavi@westmoreland-county.org](mailto:nrisavi@westmoreland-county.org). First review of applications will start on Monday, April 13, 2020. Position will remain open until filled. Westmoreland County is an AA/EO Employer.