EMPLOYMENT OPPORTUNITY
Southampton County, Virginia

ADMINISTRATIVE ASSISTANT I – We are seeking a talented, pleasant, and energetic person to provide clerical and administrative support to the County's Department of Community Development which includes functions related to Planning, Zoning, Subdivision Plat Approval, Ag & Forestal Districts, Building Permits/Inspections, Erosion and Sediment Control and Stormwater Regulation. General duties include receiving calls and callers to the Department of Community Development, processing incoming and outgoing mail, attending meetings of the Planning Commission and Board of Zoning Appeals and preparing associated meeting minutes for each, assisting with preparation and distribution of meeting agendas, preparing legal notices for publication and mailing to affected property owners, and maintenance of office equipment and office supply inventory.

Requires thorough knowledge of standard office practices, procedures and equipment and general knowledge of the organization and functions of county government. Must be proficient with the English language, including spelling, have very strong written and verbal communication skills with the ability to listen, discern, comprehend and record activities at public meetings resulting in preparation of accurate and timely meeting minutes. Requires attendance at night meetings.

The successful candidate must be able to work in a complex, fast-paced environment, and have the ability to function both independently and as a team player. Must be able to establish and maintain effective working relationships with co-workers and the general public. Should possess the equivalent of a high school diploma with at least five years of progressively responsible experience. Starting salary is $30,418 with excellent benefits package.

Submit *Southampton County Application for Employment* and résumé to: Michael W. Johnson, County Administrator, P.O. Box 400, Courtland, VA 23837; (757) 653-3015. Review of applications will begin July 20. Position open until filled.