



Maintenance and Recreation Secretary

Salary Range: \$26,620.00 - \$39,930.00; DOQ

Botetourt County has an immediate opening for the position of Maintenance and Recreation Secretary. This is a Full-Time position with excellent benefits and retirement.

Job Summary:

The Maintenance and Recreation Secretary performs a variety of administrative, clerical and general office tasks for Botetourt County's Maintenance and Recreation Departments. This position is full-time at approximately 40 hours per week, Monday – Friday between the hours of 8:30am – 5:00pm. Occasional work outside of this schedule may be required.

Essential Functions:

- Responsible for answering the telephone; typing; scheduling appointments; processing mail; greeting visitors; maintaining computer files; preparing and organizing correspondence, messages handouts and forms; and ordering supplies.
- Responsible for overseeing the general care, maintenance and operation of office machines and equipment.
 - Disseminates Recreation Department information to the public and responds to inquiries.
 - Responsible for administration of facilities maintenance software ticket requests for service.
 - Responsible for processing Maintenance and Recreation departmental bills and invoices.
- Coordinates with National Alliance for Youth Sports regarding coaches, officials and parents' matters, including organization and submittal of NAYS-related fees.
- Responsible for receiving and processing recreation-related activity fees and submitting them to the County Treasurer's Office.

Job Requirement:

- High School Diploma or GED equivalent required. Supplemental college course work related to position preferred.
 - Considerable experience in secretarial or administrative work with a minimum of 2 years.
- Must have effective oral and written communication skills for positively interacting with the public and county staff.

Go to www.botetourtva.gov for application and full job description. A completed application form ***is required*** to be considered for the position. Botetourt County offices are located in Fincastle, an easy 30 minute commute from downtown Roanoke. The position remains open until filled.

Botetourt County is an Equal Employment Opportunity Employer.