

## Administrative Assistant- Department of Fire, EMS, and Emergency Management

County of Clarke, Virginia currently has a part-time administrative assistant vacancy in the Department of Fire, EMS, and Emergency Management. Position details include: part-time; average of 15 hours per week with possibility of more; pay commensurate with experience. Performs skilled administrative support work within the Fire, EMS, and Emergency Management Department. Must have skills/knowledge/ability to working in Microsoft Office suite applications. This position will assist with revenue recovery program and reports, must be able to work independently when needed and maintain office hours 2-3 days a week.

Applications are available online at [clarkecounty.gov](http://clarkecounty.gov), under "Business," "Employment Opportunities." or call 540-955-5105. Send application and resume to Brian Lichty, 101 Chalmers Court, Berryville, VA 22611. Positions are open until filled.

Equal Opportunity Employer