

EMPLOYMENT OPPORTUNITY



On-Call Office Assistant Elections Administration/Voter Registration Westmoreland County, VA

Part-time Hourly Position/Hourly Rate: DOQ/DOE

Westmoreland County is seeking qualified applicants for the part-time on-call position of Office Assistant to provide clerical support for the Elections Administration/Voter Registration office.

The successful candidate must be a qualified registered voter in the Commonwealth of Virginia. Any combination of education and experience equivalent to graduation from high school; a valid Virginia Driver's license. Knowledge of voting laws in Virginia or prior experience as an Election Officer a plus.

Application and job description may be obtained online at www.westmoreland-county.org, or by contacting the Westmoreland County Voter Registration office at (804) 493-8898.

Position will remain open until filled. Multiple vacancies may be filled under this announcement. A cover letter and resume should be submitted with the application via email to djenkins@westmoreland-county.org or mail to General Registrar/Director of Elections, Westmoreland County, P.O. Box 354, Montross, VA 22520. EOE