



FAUQUIER COUNTY
HUMAN RESOURCES DEPARTMENT
County Government & Public Schools



320 Hospital Drive, Suite 34
Warrenton, Virginia 20186
(540) 428-8700 Fax: (540) 347-3610

Vacancy Announcement

POSITION: Administrative Associate

LOCATION: Community Development

MINIMUM STARTING SALARY: \$15.00 - \$17.00/Hour

TERMS OF EMPLOYMENT: Part-Time Temporary (15 – 20 Hours/Week)

POSTING DATE: July 19, 2021

APPLICATION DEADLINE: Open Until Filled

PRIMARY FUNCTIONS/RESPONSIBILITIES:

- Provide administrative support to Director; backup for other administrative staff; file management; answering telephones; greeting clients; scheduling meetings; provide information to the public; transcription of meeting minutes; and other duties as needed.

QUALIFICATIONS:

- Strong Microsoft Office, secretarial/organizational skills; ability to meet established deadlines; self-motivated; detail oriented; reliable; dependable; and a team player.
- Excellent customer service skills.
- Excellent writing, communication, and client management skills through personal and telephone contact are essential.
- Knowledge of land development and/or local government experience preferred.
- Must have a High School diploma or GED equivalent supplemented by at least two years experience in an office environment.

APPLICATION PROCESS:

Interested applicants must submit a Fauquier County online application at:
<https://portal.fauquiercounty.gov/mss/EmploymentOpportunities/>

EEO/AA/M/F/D