

Employment Opportunity
Office Manager/Deputy Clerk to the Board
County of Mathews

The Public Information Officer/Deputy Clerk to the Board employment opportunity available with the Mathews County Administration Office has been updated to reflect an amended job description and title. The updated title is Office Manager/Deputy Clerk to the Board. Experience with office management, office technology, administrative functions, clerical tasks, and customer service required.

Hours of work are generally 8:30 a.m. to 4:30 p.m. Monday – Friday. Hiring salary range is \$30,495 to \$41,258 DOQ. Applications are available online at mathewscountyva.gov or from County Administrator's office, 50 Brickbat Road, Mathews or by calling 804-725-7172. A complete application includes a cover letter, resume, and county application. Position open until filled. Mathews County is an equal opportunity employer.