

**Executive Administrative Assistant / Deputy Clerk to the Board**  
Madison County, VA

The Executive Administrative Assistant / Deputy Clerk to the Board will work out of the office on 414 North Main Street in the Administration Building in Madison, VA.

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). Part-time positions are not eligible for these benefits. The pay rate will depend upon the qualifications of the individuals selected.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Tillie Strothers; P.O. Box 705; Madison VA 22727 or via email at with “Madison County Employment” in the subject line containing a single pdf file to [tstrothers@madisonco.virginia.gov](mailto:tstrothers@madisonco.virginia.gov). Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. Unsigned applications will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver’s license. All applicants must be able to pass a drug screen and criminal background investigation.

# Executive Administrative Assistant/Deputy Clerk to the Board

Dept/Div: County Administrator/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs difficult skilled administrative support work providing assistance to the County Administrator, serving as Deputy Clerk to the Board of Supervisors, preparing and maintaining official records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the County Administrator.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Performs general office tasks and provides a full spectrum of administrative support and clerical duties for the County Administrator and Board of Supervisors as needed or required.

Receives information and prepares agendas; attends meetings; transcribes minutes; prepares and posts notices of meetings; files and maintains official meeting minutes and processes ordinances, resolutions, proclamations, amendments and other actions of the Board.

Prepares and maintains a variety of official documents, files, accounts and other records; reviews and uploads files to external hard drives and web sites.

Distributes copies of all adopted Ordinances to specific County/Constitutional officer personnel and outside agencies.

Develops board meeting packets by compiling agendas, requests, departmental reports, and other material.

Ensure that records within the area of responsibility are identified, generated, controlled, maintained, processed, stored, and disposed of in compliance with the Virginia Public Records Act.

Receives and responds to email, telephone and in-person inquiries on behalf of the Board of Supervisors and the County Administrator; performs research, escalates to appropriate area, etc. to provide inquiry resolutions.

Develops, coordinates, and maintains a variety of agendas, meetings, and schedules for the governing body; manages event planning, registrations, assists with responding to Freedom of Information Act requests pertaining to the governing body and coordinates travel arrangements for the Board of Supervisors.

Orders and maintains office supplies; oversees and monitors associated expenditures; coordinates and facilitates purchases of office equipment (i.e. copier, postage meter)

## Knowledge, Skills and Abilities

Thorough knowledge of County functions, organization and policies; comprehensive knowledge of business English and spelling; comprehensive knowledge of personal computer and associated software packages; thorough knowledge of state and local laws concerning County Board of Supervisors terms, powers, regulations, etc.; thorough knowledge of the County's code; thorough knowledge of the rules of order as related to public hearings;; thorough knowledge of standard office procedures, practices and equipment; ability to communicate ideas effectively orally and in writing; ability to perform extensive research and prepare detailed reports; ability to work under pressure; ability to handle confidential information in proper manner; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to make difficult arithmetic calculations; ability to take and transcribe dictation and type accurately and at a reasonable rate of speed; ability to establish and maintain effective working relationships with associates, elected officials, and the general public.

## Education and Experience

High school diploma or GED and extensive experience in administrative support work, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent sitting for extended periods of time, occasional lifting of office equipment and audio equipment. Regular travel throughout the County to attend to the business of the governing body is necessary;

exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Ability to obtain Certified Municipal Clerk certification within three years of hire.

Commissioned as a Notary Public upon hire.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: September 9, 2019

*Jack Hill, County Administrator*