



GLOUCESTER COUNTY
invites applications for the position of:

Office Assistant Part-Time

HOURLY: \$13.20

OPENING DATE: 8/18/2021

CLOSING DATE: Open Until Filled

Description:

Under supervision, performs administrative and clerical work for the Parks, Recreation & Tourism department. Employee must exercise independent judgment, discretion, and initiative in completing all job responsibilities. Employee must be able to establish and maintain cooperative, courteous, and positive communications with fellow employees, other personnel, and the general public. Reports to the Director of Parks, Recreation & Tourism and/or other designated supervisor.

Required Knowledge, Skills, and Abilities:

General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, and Excel and the internet.

General knowledge of modern office practices, procedures, equipment and standard clerical techniques.

General knowledge of modern accounting and bookkeeping methods, policies, procedures and practices.

Skilled in the operation of common office machines.

Ability to maintain a variety of moderately complex records.

Ability to deal professionally with the public.

Qualifications:

Possession of a high school diploma, supplemented by course work in administrative support technology, computer science, business administration, or related field.

One (1) to two (2) years of clerical/administrative experience.

Any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Special Requirements:

Possession of a valid driver's license.

Possess and maintain a driving record that meets established Gloucester County Driving Standards.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer