



**GLOUCESTER COUNTY**  
invites applications for the position of:

## **Administrative Assistant Part-Time**

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**HOURLY:** \$18.42

**OPENING DATE:** 9/8/2021

**CLOSING DATE:** Open Until Filled

**Description:**

Performs a combination of moderately difficult and responsible clerical, administrative and technical duties in support of the Emergency Management Department. Employee must exercise sound judgment, initiative and attention to detail in completing assignments. Employee must also exercise considerable tact and courtesy. This is a grant funded position and all work must be performed within the framework and mandates of the grant. Reports to the Assistant Emergency Management Coordinator.

This part-time position works 24 hours/week and may be required to work a flexible schedule that varies weekly to include nights and weekends.

**Required Knowledge, Skills, and Abilities:**

Broad knowledge of and proficiency with personal computers and commonly used Microsoft Office software products to include Outlook, Word, Excel, Access, and Power Point.

Ability to prepare correspondence, reports, budgets, letters, memos, reports, spread sheets, agendas, etc., with the proper format, punctuation, spelling and grammar, using all parts of speech.

Ability to deal effectively with people beyond giving and receiving instructions. Must be adaptable to performing under varied levels of stress.

**Qualifications:**

Preferred Associate's degree, with course work in administrative support, technology, business, purchasing, or related field.

Preferred minimum 2 years of experience in administrative support services.

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

**Special Requirements:**

May be required to work a flexible schedule that varies weekly to include nights and weekends.

Within six months must successfully complete the following training courses: ICS 100, ICS 200, IS 700, IS 800.

Within one year, must complete the FEMA Professional Development Series or the National Emergency Management Basic Academy.

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](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer*