



GLOUCESTER COUNTY
invites applications for the position of:

Administrative Assistant Part-Time

HOURLY: \$18.42

OPENING DATE: 10/5/2021

CLOSING DATE: Open Until Filled

Description:

Performs a wide variety of complex administrative, technical, and fiscal support services for the department. Work requires extensive knowledge of the department's services, policies and procedures and an ability to communicate these to others. Employee must exercise independent judgment, personal initiative, attention to detail, and discretion in completing assignments. Employee must also exercise considerable tact and courtesy in dealing with the general public, vendors, and other departments. Reports to the Assessor or other designated Supervisor.

This part-time position works 24 hours per week.

Required Knowledge, Skills, and Abilities:

General knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

Ability to make administrative decisions in accordance with laws, ordinance, regulations and departmental policies and procedures.

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 adhere to established confidentiality standards.

Ability to exercise independent judgment, discretion and initiative in completing assignments and handling difficult public contact situations.

Qualifications:

High school graduate or GED supplemented by post-secondary coursework in office administration or related field.

Three (3) to Five (5) years of related work experience in administrative support services. Some experience in a real estate setting preferred.

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

Special Requirements:

May be required to possess and maintain a valid Virginia Driver's License and obtain Notary commission.

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