

**Vacancy Announcement  
Executive Assistant  
Westmoreland County**

The Westmoreland County Board of Supervisors is seeking a qualified and motivated individual for the full-time position of Executive Assistant. The position involves advanced clerical and administrative work for the County Administrator, other senior county officials, and members of the Board of Supervisors. Applicants must possess any combination of education and experience equivalent to graduation from an accredited community college and considerable secretarial experience including contact with the public. A Bachelors Degree and experience in local government preferred. Proficiency with computer applications is required. Salary range: Minimum - \$36,412.00; Midpoint - \$47,369.00; Maximum: \$60,007.00. Please submit a cover letter and resume to Norm Risavi, County Administrator, P.O. Box 1000, Montross, VA 22520 or via electronic mail: [nrisavi@westmoreland-county.org](mailto:nrisavi@westmoreland-county.org) no later than 4:30 p.m. on Friday, November 5, 2021. Interested persons may call 804.493.0130 or visit the Westmoreland County government website ([www.westmoreland-county.org](http://www.westmoreland-county.org)) for a copy of the job description. EOE

By Order of the Westmoreland County Board of Supervisors  
Norm Risavi, County Administrator