

Executive Assistant  
Northumberland County

The Northumberland 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. 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 dependent on qualifications and experience, Minimum: \$41,974.55, Midpoint: \$54,566.91, Maximum: \$67,159.28. Please submit an application and resume to Luttrell Tadlock, County Administrator, P.O. Box 129, Heathsville, VA 22473 or via electronic mail: [ltadlock@co.northumberland.va.us](mailto:ltadlock@co.northumberland.va.us) no later than 12:00 p.m. on Friday, January 7, 2022. Interested persons may call 804.580.7666 or visit the Northumberland County government website ([www.co.northumberland.va.us](http://www.co.northumberland.va.us)) for a copy of the job description. EOE

By Order of the Northumberland County Board of Supervisors  
E. Luttrell Tadlock, County Administrator