



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

## **Administrative Assistant**

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**SALARY:** \$38,567 +/- DOQ

**OPENING DATE:** 7/13/2022

**CLOSING DATE:** Open Until Filled

**Description:**

Under general supervision, 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. Reports to the Emergency Management Coordinator.

**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.

Thorough knowledge of government taxation procedures and Title 58.1 of the Code of Virginia.

Ability to comprehend or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

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

**Qualifications (Preferred):**

Possession of an Associate's degree with coursework in administrative support, technology, business, purchasing, or related field.

Minimum of 2 years of experience in administrative support services.

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

**Special Requirements:**

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

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 & Drug Free Workplace*