

Hanover County Government
Department of Planning
Executive Assistant
Salary: \$52,115.00 - \$64,685.00 Annually

General Description: This is a high-level administrative position. The incumbent performs highly skilled tasks for County Administrators or Constitutional Officers.

Organization: The Executive Assistant reports directly to the Assistant County Administrator, Constitutional Officer or Departmental Director and supervises no staff. May be called upon to train, assist or recommend assignments and other duties for support personnel through their supervisor.

Essential Functions: (duties may vary depending on area of assignment)

- Provides customer services by answering the phone, responding to inquiries, and greeting visitors.
- Manages complex phone inquiries through written, verbal or electronic correspondence.
- Manages staff calendars and schedules appointments.
- Takes and transcribes meeting minutes that include distribution and follow-up or serves as back up when needed.
- Proofs and edits all departmental correspondence.
- Researches and records information, as needed.
- Prepares and maintains meeting agenda, as needed.
- Assists with the follow-up to actions taken at meetings.
- Coordinates special projects.
- Maintains all executive and administrative files.
- Coordinates fiscal responsibilities for departments.
- Serves as department payroll coordinator.
- Serves as support staff on appropriate committees, as required.
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Non-exempt

Knowledge, Skills and Abilities: Proficient in business/office practices and procedures, required. Effective and precise oral and written communication skills, required. Ability to work independently with minimal direction or guidance and to maintain confidentiality, required. Must be computer literate, preferably in Microsoft Office. Excellent typing and math skills, required. Working knowledge of or the ability to learn the policies and procedures of and the services provided by the office to which assigned. Ability to establish and maintain effective working relationships with the public, government officials and other employees, required.

Education, Experience and Training: High school diploma or equivalent with supplementary training in typing and word processing, required (college degree preferred) with five (5) years of clerical support experience, including progressive responsibilities in an advanced administrative support position required – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Serves at the will of the Sheriff (Sheriff's Office only)
- Criminal Records Check, including fingerprinting
- Pre-employment typing test
- Twelve-month probationary period

For more information or to apply for this position, please visit our career site at:

www.hanovercountyjobs.com

