

Administrative Secretary

Utilities

Hiring Range: \$34,197 - \$46,165

Deadline: 11:59 p.m. October 30, 2022

Chesterfield County Government is seeking an Administrative Secretary perform a variety of administrative support duties for the Wastewater Treatment Section of the Utilities Department to include data entry; payroll preparation; human resources support, invoice processing; travel authorization requests and reimbursements; creating and maintaining spreadsheets and databases; report and letter preparation; and maintaining office supplies. Answer customer inquiries and direct to appropriate staff member. Support the Plant Manager and plant personnel with various tasks as assigned. Perform other work as required. **This position is part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.**

Successful candidate will possess a high school diploma or GED; three years of increasingly responsible experience in administrative support work; or an equivalent combination of training and experience. Government, construction, or utilities background helpful. Proficiency in operating a multi-line telephone and a personal computer, utilizing word processing, spreadsheets, and various other required software. Good knowledge of spelling, punctuation, and grammar necessary for preparing and proof-reading documents. Excellent organizational skills and general positive attitude with the ability to prioritize and handle multiple tasks accurately and under stringent time limits. Ability to provide external and internal customer service in professional and courteous manner. Skills in recordkeeping and ability to maintain confidentiality on matters as applicable. **Pre-employment drug testing, FBI criminal background check and education/degree verification required.**

A Chesterfield County application is required and must be submitted online by deadline. Visit **chesterfield.gov/careers** to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion