



Don G. Gill
County Administrator

COUNTY OF LANCASTER

FOUNDED 1651 IN VIRGINIA

**LANCASTER COURTHOUSE
8311 MARY BALL ROAD
LANCASTER, VIRGINIA 22503**

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COUNTY OF LANCASTER

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE ASSISTANT BUILDING/LAND USE DEPARTMENT

Lancaster County is seeking an Administrative Assistant for its Building and Land Use Department. This position will be responsible for receiving, screening and processing building and land use applications and requests; determining the type of permit required; preparing, issuing and processing permits and calculating permit fees; data processing, maintaining records and files and preparing reports; and other clerical and administrative duties as assigned. The successful applicant must also exercise considerable tact and courtesy in frequent contact with the general public via telephone, email and in person.

Minimum qualifications include: Graduation from high school and 1 to 2 years' experience in secretarial and administrative work, preferably in a government setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

This is a full-time position with benefits. Salary commensurate with experience. Lancaster County is an equal opportunity employer. Contact the county administration office at 8311 Mary Ball Road, Lancaster, VA 22503, 804-462-5129, FAX 804-462-0031 or our website www.lancova.com for a detailed job description and application. Resumes are welcome, but must be accompanied by a county employment application. Complete applications should be sent to the aforementioned address, Attention: Don G. Gill, County Administrator and must be received by Friday, September 22, 2023. Interviews are expected to begin shortly thereafter, but the position remains open until filled.