

Administrative Assistant - County Administration

Campbell County has an exciting opportunity to serve in County Administration as an Administrative Assistant. We're seeking a dynamic individual that is looking to grow with our department.

Be a part of a great organization! Interested? [Click Here to Apply](#)

Be Welcomed.
Be Successful.
Be Home.

**Salary Starts From
\$37,000**

ADMINISTRATIVE ASSISTANT

IN COUNTY ADMINISTRATION

Searching for individuals who are:

- ✓ Professional and customer-service driven
- ✓ Strong in written and oral communication skills
- ✓ Detail-oriented
- ✓ Flexible to the needs of the organization

Some evening meetings required.

Outstanding health benefits and short-term disability benefits, VRS retirement, generous leave allocations; caring, warm and friendly organization, fun employee engagement activities; committed to growth and development of employees (winning a state award for our internal leadership program).

Many opportunities to learn and grow!



Join our team! See why we're the best place to work in Central VA.



ccvadper

www.campbellcountyva.gov
Call us +434-332-9818

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Administrative Assistant County Administration

FLSA: Non-Exempt

Reports to: Full-Time Staff as assigned

Staff Supervisory Responsibility: No

We Value

Trustworthiness
Openness
The Highest Ethics
Efficient Stewardship
Knowledge
Collaboration
Service
People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights will be required to assist with Board & County functions.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

Performs with excellence, the following tasks, including but not limited to:

- Answers telephone and greets public;
- Serves as information source and public contact person;
- Organizes and facilitates meetings;
- Schedules appointments, meetings, and travel arrangements;
- Performs routine administrative tasks such as preparing correspondence, coding invoices for payment, ordering office supplies, and filing;
- Assists Clerk to the Board with administrative functions for the Board of Supervisors;
- Prepares agenda and original materials for consideration at Board meetings;
- Takes minutes and develops written records of various meetings as needed;
- Assists in preparation of materials provided to Boards/Commissions/Committees prior to meetings as assigned;
- Independently writes resolutions, letters, internal memorandums, and legal documents as required;
- Assists with developing the County Administration department's budget as needed;
- Serves as Notary Public for County legal papers and to public;
- Receives and processes new Public Nuisance complaints, tracks existing and on-going complaints;
- Insures newspaper advertisements for notices, public hearings, ordinances, etc. meet legal requirements;
- Performs title research in the Clerk's Office and on-line as requested by County Attorney;
- Assists with delinquent tax collection;
- Assists Public Safety with ambulance billing procedures as needed;
- Assists County Attorney with updates to the Campbell County Code;
- Performs responsible paraprofessional work in support of the professional legal staff of the County Attorney's Office and County Administrator's office;
- Assists with oversight of departmental or divisional administrative programs as assigned;
- Attends trainings as required. Performs other duties as assigned.

Qualifications:

- 2 years of college
- 2 years of related experience or equivalent combination of education and training.
- Valid Virginia Drivers' License
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

Core Skill Sets:

- Customer-service oriented with a desire to serve and assist others in a professional manner.

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- Commitment to the Values of Campbell County.
- Strong interpersonal and communication skills.
- Experience with Microsoft Office (Word, Excel, Outlook and Power Point).
- Superior written composition and proofreading skills
- Thorough understanding and ability to utilize County's software.
- Knowledge of accounting and general office procedures with a strong attention to detail.