



Administrative Assistant I - Part-time, Non-benefited

THIS IS A PART-TIME, NON-BENEFITED POSITION

The incumbent will work approximately 16 hours per week during the hours of 8:30am to 5:00pm, Monday through Friday. Flexibility will be given within these hours.

General Description: This is a paraprofessional position. The incumbent performs administrative support tasks and manages projects.

Organization: The Administrative Assistant position is part of Hanover County's Career Development Program (CD). The Administrative Assistant Ladder has four (4) levels ranging from Administrative Assistant I to Senior Administrative Assistant. Incumbents normally report to a Department Head or Manager and supervise no staff. However, Senior Administrative Assistants may serve as workflow leaders to lower level Administrative Assistants.

Essential Functions:

- Prepares correspondence, payment vouchers and other essential paperwork.
- Establishes and maintains computer and paper files and records.
- Performs necessary office support activities as directed.
- Provides superior customer service to callers and visitors to the Department.
- Prepares reports as needed.
- Maintains calendars and schedules.
- Makes travel arrangements.
- Performs related work as assigned.

Hiring range is \$16.87 - \$18.50 per hour. For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.