



Middlesex County, Virginia

Middlesex County, Virginia, located in Saluda, is seeking qualified applicants for the position of Executive Assistant / Deputy Clerk to the Board of Supervisors within the County Administrator's Office.

This position provides administrative support to the County Administrator's Office and serves as Deputy Clerk to the Board of Supervisors. The ideal candidate will possess exceptional organizational and communication skills, strong attention to detail, and the ability to manage multiple priorities. Applicants should be proficient in Microsoft Office products and have a minimum of three years of progressively responsible office experience including minute taking; local government experience.

Primary responsibilities include:

- Recording and preparing official meeting minutes
- Preparing Board of Supervisors agendas and meeting materials
- Coordinating Board and committee meetings
- Reviewing (and backup for) County and Library payroll and accounts payable
- Drafting and editing correspondence, memoranda, resolutions, and ordinances
- Responding to public inquiries and assisting with public information requests
- Maintaining County insurance records and claims documentation
- Coordinating the sale of County surplus assets
- Updating and maintaining the County website
- Performing general administrative and office support duties

The successful candidate must be able to work independently, maintain confidentiality, manage substantial workloads, and consistently meet deadlines with professionalism and accuracy.

This position is on site, with scheduled hours Monday - Friday 8:30 to 4:30. This position requires attendance at evening meetings of the Board of Supervisors, typically once per month.

The position reports to the Assistant County Administrator. The expected starting salary for this position is \$47,000 depending on experience.

For job information and application, apply at <https://www.co.middlesex.va.us/jobs.aspx>

Thank you for your interest.