

Executive Assistant to the County Administrator

This is a full-time, hourly position that will remain open until filled.

The successful candidate will work in the office of the County Administrator in Monterey, Va., and at her direction. The successful candidate will primarily work from 8:30 a.m. to 4.30 p.m., Monday-Friday, with occasional after hours work required.

Duties:

- Provide administrative support and assistance to the County Administrator.
- Perform clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents.
- Receive incoming communications or memos on behalf of Constitutional officers; review content, determine importance, and summarize and/or distribute contents to appropriate staff.
- Perform office tasks including maintaining records, ordering supplies, filing and basic bookkeeping.
- Perform additional duties as assigned.

Requirements:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and often stressful environment.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Ability to demonstrate proficiency with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- High school diploma; bachelor's degree in business administration or a related field preferred.
- At least four years of related experience.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.

For additional information or to submit a resume and request an interview, please contact Jerri Botkin in the Office of the County Administrator, 540-468-2347; P. O. Box 130, Monterey, VA; or in person at 165 W. Main Street, Monterey, VA 24465. Highland County is an Equal Opportunity Employer.