

Executive Assistant

Starting salary range of
\$43,940 - \$48,334

The County Commission of Jefferson County, West Virginia is seeking an Executive Assistant who is a self-starter who can handle multiple tasks and is eager to learn. Candidate must possess excellent typing, computer and telephone skills and be able to stay focused under pressure. Will help with day to day office activities including, but not limited to, providing customer service, taking notes and preparing weekly meeting minutes, agendas, notices, preparing correspondence, filing, delivering mail, and clerical support. Position requires excellent verbal and written communication skills, knowledge of general office equipment as well as setting up audio/visual equipment for day and evening meetings. Must be proficient with Microsoft Office, WordPerfect, Microsoft Excel and PowerPoint. Maintain the County Commission website.

Applicants shall be a graduate of a two year college with an Associate's degree with at least three (3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Employee benefits package includes West Virginia State Public Employees Retirement System plan, health insurance, paid vacation, sick leave, and paid holidays.

Submit application/resume by December 17th, 2021 to:

Jefferson County Commission
Attn: Sandy Slusher McDonald, Interim County Administrator
P.O. Box 250
Charles Town, WV 25414

or email: sandy@jeffersoncountywv.org

Equal Opportunity Employer