

Administrative Assistant/Fee Collection Position

The County Commission of Jefferson County, West Virginia, is seeking an Administrative Assistant to assist with the collection of county fees, along with day-to-day office activities including providing customer service, managing a cash drawer, collection of past due fees, processing and filing records, typing, data entry, and documentation of the process of fee collection.

Applicants should be high school graduates and have a minimum of 2 years in an office environment. Position requires good verbal and written communication skills, good typing skills and knowledge of general office equipment. Proficiency with Microsoft office software (Word, Excel and Access) is a plus.

Employee benefits package includes WV State Public Employees Retirement plan, 457 Deferred Compensation Savings Plan, life insurance, and health insurance. Work hours will be 8:30 to 5:00 Monday through Friday. Starting salary is \$31,048 for this position.

Jefferson County Commission is an equal opportunity employer.

Submit resume by June 30, 2017 to:
Jefferson County Commission
Attn: Sandy Slusher McDonald, Deputy County Administrator
124 E. Washington Street
P.O. Box 250
Charles Town, WV 25414
Or email: sandy@jeffersoncountywv.org