

Administrative Assistant

The County Commission of Jefferson County (WV) is seeking a highly qualified individual for the full time, non-supervisory position of Level III Administrative Assistant. The hiring salary range is \$30,000 - \$35,000 annually. The selected candidate will manage day-to-day office activities and provide administrative support to the [GIS Department](#), including clerical, database management, records maintenance, customer service, and any similar duties. The County expects to hire a self-motivated, detail oriented, and highly organized candidate with advanced computer skills and effective communication abilities. See the online job description (<http://www.jeffersoncountywv.org/county-government/departments/job-postings>) for further information on essential functions, knowledge, skills, and abilities.

Minimum qualifications for this position include any combination of education and experience equivalent to one or both of the following: 2-year college degree with 1-3 years related work experience OR High School equivalency and 3+ years of office management experience. A valid driver's license is required. Satisfactory background check required as condition of employment.

Employee will receive paid holidays, vacation/sick leave, and be eligible for the County's insurance and retirement plans. Candidates must submit the following: Resume AND County [Application](#) (found online at link above).

Applications and resumes must be submitted prior to 5PM Friday, June 22, 2018. [E-mail](#), Mail or hand-deliver to: Jefferson County GIS/Addressing Office, 116 E. Washington St. – Suite 201, Charles Town, WV 25414

For questions, contact via e-mail at gis@jeffersoncountywv.org or call (304) 724-6759.
Equal Opportunity Employer