

Administrative Assistant

The County Commission of Jefferson County, West Virginia is seeking an Administrative 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. Will help with day to day office activities including, but not limited to, providing customer service, taking notes and preparing meeting minutes, 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.

Applicants shall be high school graduates (Associate's Degree preferred), with three to five 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, paid sick leave, and paid holidays.

Open until filled.

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

or email: sandy@jeffersoncountywv.org

Equal Opportunity Employer