

## SMYTH COUNTY

### ADMINISTRATIVE ASSISTANT – BUILDING AND ZONING

#### FULL TIME POSITION

Smyth County is currently seeking applications for the position of Administrative Assistant for the Building and Zoning Department.

Under the direction of the department director, the successful applicant shall provide administrative and clerical support of a responsible nature, requiring interpretations and explanations of established policies governing county operations and programs. Duties include providing assistance to the public and the department by preparing correspondence, issuing permits, interpreting and applying complex rules, regulations, policies and procedures to specific problems and situations. Work is performed with a moderate degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to somewhat complex in nature.

**Education and Experience:** Graduation from an accredited college with a minimum of an Associate's Degree in Business Administration or related field preferred. Clerical experience preferred. Experience in government or public administration preferred.

**Knowledge, Skills, and Abilities:** Ability to prepare reports and maintain complex records. Requires demonstrated time management skills and ability to meet deadlines. Thorough knowledge of business English, spelling, punctuation, and arithmetic. Proficiency in Microsoft Office, office management skills including knowledge of office equipment, practices, and procedures. Skill in keyboarding with speed and accuracy. Considerable knowledge of county operations, organizations, ordinances and related codes preferred. Ability to deal professionally with elected officials, staff, and the public, and to maintain confidentiality.

**Annual Salary Range:** DOQ plus County benefit package.

Applications for employment available online at [www.smythcounty.org](http://www.smythcounty.org) under the Human Resource link or at the Smyth County Administrator's Office at 121 Bagley Circle, Suite 100, Marion, VA 24354.

**COMPLETED APPLICATION MUST ACCOMPANY RESUMES.**

**Deadline to apply: May 25, 2018**

SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER