



## EXECUTIVE ASSISTANT / BOARD CLERK

### FULL TIME POSITION

Under the direction of the County Administrator, the successful applicant provides staff support to the County Administration Office and acts as clerk and point of contact to the Board of Supervisors. Duties include compiling reports, preparing, and distributing agendas, recording minutes for meetings, and completing action items; prepares routine reports, correspondence, and other material related to county operations; maintains office filing system. Duties include answering phones and assisting visitors to the office.

*Skills required:* Thorough knowledge of local government operations and related organizations; knowledge of office terminology, procedures and equipment; ability to write clear and concise minutes, reports, memoranda, and letters; good knowledge of elementary bookkeeping; ability to maintain complex clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established policies; strong clerical aptitude to include a thorough knowledge of Microsoft Office systems; good judgement, tact and courtesy; ability to get along well with staff and the public while working as part of a team to promote a positive organization image and possess the ability to work under deadlines.

Graduation from an accredited college with a minimum of an associate degree in Business Administration or related field. At least five (5) years of clerical experience. Experience in government or public administration preferred.

**Annual Salary:** DOQ with full County benefits.

Applications for employment available online at [www.smythcounty.org](http://www.smythcounty.org) and at the County Administrator's Office. Please submit applications to the Smyth County Administrator's Office, Attn Human Resources, 121 Bagley Circle, Suite 100, Marion, VA 24354. **COMPLETED APPLICATION MUST ACCOMPANY RESUMES.**

**Deadline to apply: November 28, 2022**

SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.