



Administrative Assistant / Billing Lead
Smyth County Public Safety
Full-Time Position

Smyth County is seeking a motivated, enthusiastic individual for the position of Administrative Assistant / Billing Lead. The core duties and responsibilities of this position will revolve around supporting others. Duties can vary widely, from job to job, and day to day. A variety of task could include overseeing the billing operations under the direction of the department head to ensure proper paperwork is accurate and timely for success in reimbursement; Answering phones and greeting visitors to provide information efficiently to the general public, vendors, customers, staff, and partners; Scheduling appointments, meetings, and maintaining department calendars; Collate and distributing all communications internal and external to the department; Provide assistance in memos, emails, invoices, reports, and other correspondence; Write, edit, and format documents, form letters, reports, plans, and instructional documents; Create and maintain filing systems, both electronic and physical; Manage and assist with budgets and bookkeeping functions; Support staff in the set up and executions of meetings, lectures, trainings, and workshops.

Education and Experience: Clerical experience in an office environment. Ability to operate office equipment. Ability to work independently with little direction. Knowledge of Microsoft Office including Word, Excel, and Teams. Knowledge of Adobe Suite and ability to learn other programs as required.

Preferred Experience with FEMA IS 100, 200, 700, 800; HIPPA Training; Public Safety Experience; FEMA IS Professional Development Series. Valid Virginia Driver's License required.

Physical: Sufficient physical ability to work both in an office setting, and to operate for extended periods at field command post in all weather conditions; to preform light and moderate lifting and carrying; standing, walking, or sitting for prolonged periods of time; mobility to operating in an Emergency Operations Center and field incident command post in austere conditions; operating motorized vehicles.

Salary: DOQ with Full County Benefits

How to apply: Applications are available online at www.smythcounty.org under the Human Resources link, and at the Smyth County Administrator's Office. Please submit completed application with resume to: Smyth County Administrator's Office, Attention: Human Resource, 121 Bagley Circle, Suite 100 Marion, VA 24354. Position is open until filled.

Smyth County is an Equal Opportunity Employer