

County of Sussex
Position Announcement – Secretary I/Receptionist

The County of Sussex is accepting applications for the position of Secretary I/Receptionist. Duties include: Administration Office receptionist; answering telephones and dispatching messages; maintaining appointment calendars, scheduling appointments, responding to invitations and scheduling meetings as directed. Composes correspondence and agenda materials from minutes and/or notes independently; takes and/or transcribes recordings, correspondence, memoranda, reports and other materials; Types from rough draft, copy, recording, marginal notes or verbal instruction; Maintains department/division files and records; screens and routes materials according to content. Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and policies; greets and directs visitors; collects and prepares data, reports and surveys. Undertakes special projects as directed, and operates standard office, word processing and data entry equipment.

Serves as support for the Assistant to the County Administrator; coordinates maintenance and service calls for phone System, postage meter and copiers. Provides clerical support to the Public Safety Coordinator and Department Heads as needed; schedules use of County facilities and performs related duties as required.

Requirements: General knowledge of office administration High school graduate or GED equivalent with 3 or more years of clerical/office experience; **must** be proficient in Microsoft Word and Windows; able to type a minimum of 45 words per minute; recording and preparing minutes of meetings; thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; ability to type and transcribe dictation accurately and at a reasonable rate of speed; ability to make mathematical calculations; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; skill in the operation of standard office, word processing and data entry equipment; For The Record (FTR) is experience preferred. **Salary DOE/DOQ.**

Submit **Confidential VA State Application Form DHRM 10-012, Cover letter and resume** to Deborah A Davis, Post Office Box 1397, 20135 Princeton Road, Sussex VA 23884, or via e-mail ddavis@sussexcountyva.com. Visit www.sussexcountyva.gov. The position is open until filled. Applications will be reviewed on a first come basis. No phone calls please.

Sussex County is an equal opportunity employer. EOE/ADA/Drug Free Workplace.