Department: Land Use Administration (Building & Zoning)
Position Title: Administrative Secretary

Westmoreland County is seeking a full-time Administrative Secretary in the Building & Zoning department. The position is responsible for preparing for and documenting Board meetings, as well as providing office support and managing purchasing for the department. The salary is $25,879 minimum and commensurate with experience.

Position’s Duties and Responsibilities:
The following list of duties are examples of activities which shall be performed. Additional related duties may be assigned as necessary by the Zoning Administrator.
- Prepare action minutes of Board of Zoning Appeals meetings, Planning Commission meetings, and Wetlands Board meetings.
- Prepare and distribute advertising, notices, agendas, and meeting materials for these Board meetings.
- Maintain records related to these Board meetings.
- Order office supplies and process bills and other expenses for the department.
- Maintain a variety of records for the department and staff, both paper and digital.
- Coordinate with and assist other County staff, as well as State and Federal officials.
- Prepare and send outgoing mail, as well as distribute incoming mail for the department.
- Respond to requests and inquiries from the general public.
- Perform routine office tasks including data entry, file management, and answering phones.

Knowledge and Skills:
- Considerable skill with Microsoft Word, Outlook, and other Office products.
- Experience operating general office equipment.
- Knowledge of grammar, spelling, punctuation, and arithmetic.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to transcribe minutes verbatim is not required but would be considered a plus.
- Ability to establish and maintain effective working relationships with the general public, other government entities, County boards, and County staff.
- Ability to work well independently and as part of a team.

Education and Experience:
High school graduation or the equivalent is required. A minimum of two years of secretarial experience including contact with the public is preferred. An equivalent combination of education and experience that provides the requisite knowledge and skills will be considered.

Physical Requirements:
The employee would be working indoors. Westmoreland County is an AA/EEO/ADA compliant Employer.
To Apply:

Submit a résumé, along with the contact information of two professional references, at either the email address or the mailing address given below no later than 4:00 p.m. on Wednesday, March 25, 2020.

Beth McDowell, Zoning Administrator
Land Use Administration
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