

BLOCK AD – WESTMORELAND NEWS – ONE WEEK – AUGUST 4, 2021

**Vacancy Announcement
Secretary II
Department of Emergency Services**

Minimum - \$24,644.00-Midpoint-\$32,063.00-Maximum-\$40,615.00

(Posting of position previously advertised as Administrative Staff Specialist)

The Westmoreland County Department of Emergency Services is seeking a qualified and motivated individual for the full-time position of Secretary II. The position provides skilled clerical, administrative and public contact support to the emergency services department, and serves as the Director's confidential secretary. This position requires a considerable degree of independent judgement, initiative and discretion. Additional functions include handling information requests, preparing correspondence, welcoming visitors and providing exemplary customer service to the public. Preference will be given to applicants with any combination of education and experience equivalent to graduation from high school and two years of experience in office work and customer service. Knowledge of emergency medical services is preferred. Salary will be dependent on experience. Please submit a cover letter, resume and completed application to Norm Risavi, County Administrator, P. O. Box 1000, Montross, VA 22520-1000 or nrisavi@westmoreland-county.org . Applications and job description may be obtained either in person in the County Administrator's Office located in the George D. English, Sr. Memorial Building, 111 Polk Street, Montross, Virginia, by calling the County Administrator's Office at 804.493.0130, or online: www.westmoreland-county.org. First review of applications will start on August 19, 2021. Position will remain open until filled. Westmoreland County is an AA/EO Employer.

By Order of the Westmoreland County Board of Supervisors
Norm Risavi, County Administrator

SECRETARY II
DEPARTMENT OF EMERGENCY SERVICES

FLSA Status: Non-Exempt
Grade 9

Job Summary:

Under the direction and supervision of the Director of Emergency Management and Chief of Emergency Medical Services, the Secretary II provides skilled clerical, administrative and public contact support to the emergency services department, and serves as the Director's confidential secretary. This position requires a considerable degree of independent judgement, initiative and discretion. Additional functions include handling information requests, preparing correspondence, welcoming visitors and providing exemplary customer service to the public.

Essential Functions/Typical Tasks:

- Acts as the Director's confidential secretary.
- Receives and screens visitors to the Emergency Services Department, screens telephone callers and mail; answers questions or routes to appropriate source;
- Prepares and tracks reports, memos, letters and other correspondence using word processing, spreadsheet, database, and presentation software.
- Files billings, service slips, correspondence and a variety of other documents relating to department programs and activities; helps maintain personnel records, files, SOG's and office correspondence.
- Administers the procurement processes and regulations for the department.
- Attends staff meetings, coordinates agenda items, takes notes and prepares minutes; responsible for disseminating minutes to the department;
- Maintains manual and/or automated financial, accounting, personnel and other administrative and management files and records; ensures confidentiality of files and records and uses discretion in controlling access to and release of information; ensures they are kept up to date and accurate.
- Reviews invoices for verification of funds, assigning appropriate account numbers for payment; prepares and follows up on actions to ensure proper completion and take necessary steps to resolve problems or expedite actions.
- Communicates throughout the County and with external entities to arrange schedules, meetings and relay or obtain information; ensures through appropriate follow up, explanation and instructions that matters are properly acted upon.
- Responsible for monthly payroll, including reviewing hours entry, coding, calculating hours and entering data as needed.
- Reviews and may input data and reports to the Virginia EGMS system for inputting and receiving data in reference to grants administration.
- Undertakes special projects as assigned; manages assigned programs.
- May be required to work in the Emergency Operations Center if it is activated and assist with activities within that Center.
- Performs administrative tasks and other work as necessary and as directed.
- May be required to attend evening meetings to take notes and provide clerical support for such proceedings.

Knowledge, Skills and Abilities:

Ability to multi-task and maintain the confidentiality of department correspondence, sensitive information, personnel records and meeting information; thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of department programs and policies; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to operate a variety of office equipment; skill in the use of data and word processing equipment; ability to establish and maintain effective working relationships with associates and the general public; ability to follow oral and written instructions; ability to become familiar with and obtain training in reference to the Incident Command System and related activities to the department.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally and 10 pounds of force frequently and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive

information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data; operating machines and equipment; determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and two years of experience in office work and customer service. Knowledge of emergency medical services is preferred.

Special Requirement(s):

- Must be a United States citizen.
- Must not have been convicted of a felony.
- Misdemeanor convictions will be considered on an individual basis.
- Ability to pass a pre-employment drug screening test.
- Willingness to work irregular hours.



APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

GENERAL INFORMATION

Full Name _____				Date _____	
FIRST		MIDDLE		LAST	
Address _____					
STREET		CITY		STATE	ZIP CODE
Phone Number (____) _____			Date available for work _____		
Email (optional) _____					
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If hired, verification will be required consistent with federal law.					
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, you may be required to provide authorization to work.					
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)					
Driver's license number _____		State of issue _____		Expiration date: _____	

POSITION INFORMATION

Position applied for: _____ Salary range expected: _____

Applying for: Full-time Part-time Seasonal/Temporary

EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? Yes No If yes, specify name. _____

PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:

Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. **You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.**

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone (____) _____ From _____ <div style="text-align: center;">Month Year</div> To _____ <div style="text-align: center;">Month Year</div>

How did you learn about the position? Check all that apply:

- Westmoreland County's website
 Recruiter
 Word of mouth
 Other
 Careers website or job board (Monster, Indeed, CareerBuilder, etc.)
 Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

- Yes No If yes, when? _____ Job title: _____

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

_____ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

_____ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

_____ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

_____ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

_____ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

_____ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

_____ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's signature _____

Date _____