

**Vacancy Announcement  
Executive Assistant  
Westmoreland County**

The Westmoreland County Board of Supervisors is seeking a qualified and motivated individual for the full-time position of Executive Assistant. The position involves advanced clerical and administrative work for the County Administrator, other senior county officials, and members of the Board of Supervisors. Applicants must possess any combination of education and experience equivalent to graduation from an accredited community college and considerable secretarial experience including contact with the public. A Bachelors Degree and experience in local government preferred. Proficiency with computer applications is required. Salary range: Minimum - \$36,412.00; Midpoint - \$47,369.00; Maximum: \$60,007.00. Please submit a cover letter and resume to Norm Risavi, County Administrator, P.O. Box 1000, Montross, VA 22520 or via electronic mail: [nrisavi@westmoreland-county.org](mailto:nrisavi@westmoreland-county.org) no later than 4:30 p.m. on Friday, November 5, 2021. Interested persons may call 804.493.0130 or visit the Westmoreland County government website ([www.westmoreland-county.org](http://www.westmoreland-county.org)) for a copy of the job description. EOE

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

## EXECUTIVE ASSISTANT

*FLSA Status: Non-Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs complex secretarial and responsible administrative work for the County Administrator and Assistant County Administrator, serves as office manager, and performs special assignments and related work as required. The major responsibility is to ensure that the Office of the County Administrator operates efficiently by performing high level public relations and administrative support work. Ensures that a business-like environment is maintained, exercising tact and diplomacy when dealing with the public as well as confidence and maturity when dealing with diverse and complicated issues. Takes initiative to maintain an interactive relationship with the County Administrator that anticipates and/or responds to administrative activities by attending to details and closure of tasks and projects. Serves as the County's FOIA (Freedom of Information Act) Officer and Records Management Officer. Confidentiality must be maintained at all times. Work is performed under the general supervision of the County Administrator who makes only an occasional review of work, methods, or results. Position may direct routine office operations and other clerical personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Receives telephone inquiries and complaints from the public; ascertains nature of business; provides information to inquiries or directs callers to appropriate persons or offices.
- Researches and compiles information from a variety of sources for the County Administrator. Collects data needed by County Administrator to respond to inquiries/complaints, and drafts replies.
- Composes correspondence appropriate to the need, creates informational data bases, research and other types of reports for the County Administrator independently or from oral instruction.
- Assists in the preparation of material for submission to the County Board of Supervisors and writes Board reports.
- Oversees distribution and disposition of notices, memorandums, directives and related material.
- Organizes Administrator's appointment calendar and other commitments.
- Maintains an accurate system of files and serves as the department's records management officer.
- Serves as the FOIA Officer for the Board of Supervisors and County Administration
- Responsible for the maintenance of the County website.
- Makes decisions on non-critical administrative matters.
- Provides administrative assistance to Administration, when needed.

- Prepares and maintains meeting agenda, attends meetings and records and transcribes meeting minutes and assists with the follow-up to actions taken at meetings.
- Serves as support staff on appropriate committees, as required.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated competency to establish and maintain effective working relationships with other employees, employees of other localities and agencies, dignitaries and the public; proficient in business/office practices and procedures, required. Demonstrated ability to produce word processing documents, reports and desk top publishing in a timely and accurate manner; comprehensive knowledge of business math, spelling and English grammar; ability to write clearly, concisely, and effectively; ability to follow complex oral and written policies, procedures, and laws; ability to take initiative, exercise independent judgement, and prioritize assignments; ability to accomplish assigned tasks with a minimum of supervision; thorough knowledge of local government and the organization and function of the County's departments; familiarity with the County Code, County Policy Manual, and other informational resources; ability to perform administrative duties and to direct the activities of other employees; ability to maintain the confidentiality of information handled within the office. Ability to maintain motivation, composure, and self-esteem in stressful situations.

**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent with supplementary training in typing and word processing, required (college degree preferred) with five years of clerical support experience, including progressive responsibilities in an advanced administrative support position required – OR- any equivalent combinations of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

**PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, 10 pounds of force frequently and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, fingering, grasping 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, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None.



# 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 \_\_\_\_\_