

ADMINISTRATIVE ASSISTANT – PART-TIME

The Clerk of Circuit Court of Patrick County is currently accepting applications for a part-time Administrative Assistant. The primary responsibility is to assist the public and perform various clerical duties. The position also serves as a backup for the other employees in the office.

Qualification Requirements: Must have an excellent work history or academic background demonstrating knowledge of office procedures and a high degree of accuracy, proficiency with Windows-based software, excellent interpersonal skills and customer service skills. Must be able to organize and prioritize work effectively while working under strict deadlines. Occasional lifting of heavy record books and court files. Legal experience or education and bookkeeping experience preferred.

The starting salary for the position will be based on experience with no benefits.

Applications are available online at www.co.patrick.va.us and at the County Administration Office. Interested candidates must submit a Patrick County employment application and resume to the Patrick County Clerk's Office, P. O. Box 148, Stuart, VA 24171, no later than Tuesday, February 21, 2017, at 5:00 p.m. No phone calls, please.

The County of Patrick is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age.