

ADMINISTRATIVE ASSISTANT – PART-TIME

The Clerk of the Circuit Court of Patrick County is currently accepting applications for a part-time Administrative Assistant. The primary responsibilities of the successful applicant will be to assist the public and perform various clerical duties.

Qualification Requirements: Must have an excellent work history or academic background demonstrating knowledge and execution of office procedures with 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 required. Legal experience and/or education is preferred. The starting hourly wage for the position will be based on experience.

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 Circuit Court Clerk's Office by mail only to P.O. Box 148, Stuart, VA 24171, no later than Monday, March 23, 2020 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.
