

## **PULASKI COUNTY**

### **INFORMATION TECHNOLOGY ADMINISTRATIVE ASSISTANT**

Applicant would perform administrative and office support activities for the Information Technology Department. Duties include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Extensive software skills, Internet research abilities and strong communication skills are required.

Any combination of education and experience equivalent to graduation from high school, including or supplemented by courses in Microsoft Office applications. Proficient in standard office practices and procedures; ability to read and write and to exchange information; ability to provide excellent and effective customer service to the public, vendors and staff; ability to establish and maintain effective working relationships; ability to follow oral and written instructions; ability to work independently in the absence of specific instruction; must possess a valid Virginia driver's license and must be able to pass a drug screen and background check.

This is a full-time, non-exempt position with benefits such as health, dental, optional vision, retirement, vacation, sick leave and paid holidays. The salary scale for this position is \$22,920 – \$34,381.

Interested individuals can apply at the appropriate Virginia Employment Commission Office located in Radford, VA [Radford@vec.virginia.gov](mailto:Radford@vec.virginia.gov) or Wytheville, VA [Wytheville@vec.virginia.gov](mailto:Wytheville@vec.virginia.gov), Monday through Friday, 8:30 a.m. to 4:30 p.m. or may download and submit an application from [www.pulaskicounty.org](http://www.pulaskicounty.org) to Tammy Safewright, Human Resource Specialist, 143 Third Street, NW, Suite 1, Pulaski, VA 24301.

Position is open until filled with reviews to begin March 20, 2017.

Equal Opportunity Employer