

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3574
Facsimile: (252) 257-5971
warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

County Manager's Office

POSITION: Executive Assistant to County Manager & Deputy Clerk to the Board

DUTIES: Manage day-to-day activities of the County Manager's Office; serve as Deputy Clerk to the Board of County Commissioners; attend Board of Commissioners meetings; answer phones; process invoices for payment; maintain budget tracking and recordkeeping system; prepare correspondence independently; prepare a variety of complex and confidential letters, memos, and reports; familiarity with Microsoft Office Suite; respond to inquiries from citizens; assist County Manager with office organization; schedule meetings; and other duties as assigned. Work requires initiative and strong independent judgment. Must have strong computer and interpersonal skills.

EDUCATION/EXPERIENCE: Graduation from a two-year college with a major in business, secretarial science, or related field and three to five years of experience in office management; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Notary Public

NOTE: Great opportunity for professional development and growth. Municipal Clerk training will be provided.

SALARY: \$35,299-\$ 54,714 annually

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer