



AMELIA COUNTY

OFFICE OF THE COMMISSIONER OF THE REVENUE

P.O. Box 269 - 16360 Dunn St, Ste 102

Amelia Court Hse, VA 23002

(804) 561-2158 - Fax: (804) 561-6472

www.ameliacova.com

Laura M. Walsh
Commissioner

ADMINISTRATIVE ASSISTANT

The Commissioner of the Revenue of Amelia County is accepting applications for a full-time salaried position as Administrative Assistant. The successful applicant shall perform as a receptionist and clerical assistant to the real estate, personal property, business license and state income sections of the office. Essential duties shall include but are not limited to: receptionist duties, filing, land transfers, personal property valuation, business license issuance, state income assistance, assistance to Commissioner of the Revenue and assisting citizens with their needs. Successful applicant shall be proficient in Microsoft Word and data entry and must demonstrate excellent customer service skills. The successful applicant must have and maintain a valid Virginia driver's license and must be willing to attend educational opportunities and meetings. Positions salary is in wage band 3 (\$20,000 to \$35,000) and shall be based on qualifications. Interested individuals may obtain an employment application and detailed job description from the Commissioner of the Revenue, 16360 Dunn St Suite 102, Amelia Courthouse, VA 23002. This information is also available through the Amelia County website (www.ameliacova.com) under the "EMPLOYMENT" tab. Applications shall be returned to the Office of the Commissioner of the Revenue before 5:00 April 19, 2018. Amelia County is an Equal Opportunity Employer and maintains a drug free workplace. Drug testing and background check are required. Questions about the application process can be addressed to the Commissioner of the Revenue office at (804) 561-2158.