

Job Posting Title **IRC86622**
Job Title **Hourly Office Assistant III (Cobbs Creek Reservoir Project)**
Organization Name **County of Henrico Department of Public Utilities Construction Division**

About Us

Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

General Statement of Duties

Closing Date: This position closes on Monday, October 2, 2017.

Performs a wide variety of responsible office and clerical duties in an hourly capacity for the Cobbs Creek Regional Water Supply Reservoir project located in northern Cumberland County; does related work as required.

Essential Duties

The County of Henrico is seeking to fill two (2) hourly Office Assistant III positions in the construction field office for the Cobbs Creek Regional Water Supply Reservoir project located in northern Cumberland County, Virginia.

Considerable knowledge of spelling and punctuation, English grammar, arithmetic, telephone usage, use of dictionary; skill in the use of a personal computer and familiarity with commonly used business software; knowledge of modern office practices, procedures, and equipment; ability to understand and communicate the policies, procedures and services of the department, division, or program; ability to keep moderately complex records; ability to make computations with speed and accuracy; ability to research files, proofread, write legibly, follow directions, read and organize information; tact, courtesy, and ability to establish and maintain good working relationships with other employees and the public; flexibility.

Minimum Qualifications

Graduation from high school and three (3) years of related clerical

experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Information

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

These are hourly positions for up to twenty-nine (29) hours per week with no benefits.