

## **Administrative Assistant**

***(Starting Salary \$32,500 - \$35,000)***

Performs intermediate skilled administrative support work assisting customers, receiving payments, assisting Treasurer with payroll, business license and real estate billing, bill payment, and other related work as required. Work is performed under the limited supervision of the Town Treasurer. A High school diploma or GED and considerable experience in an office or clerical setting, or equivalent combination of education and experience is required.

Standard Dumfries Employee Benefit Package applies and includes Virginia Retirement System benefits, annual leave, sick leave, fully paid health insurance for employee only (with partial payments towards employee's family premium), and deferred compensation plan for employee contributions only.

[Click here](#) for Application.