

Floyd County, Virginia is accepting applications for a part-time (up to 29 hours per week) clerical position to assist the Emergency Medical Services Department.

Applicants will perform a variety of routine and complex clerical and administrative work in assisting with official records and providing administrative support to the Operations Manager. Medical technology background is not required but would be preferred. Working knowledge of modern office practices and procedures; computers and electronic data processing; accounting principles and practices is required.

Graduation from a high school or GED equivalent with specialized course work in general office practices plus two years of increasingly responsible related experience or any equivalent combination of related education and experience is preferred.

A completed State application and resume should be submitted to the Office of the County Administrator by 4:00 p.m. on Friday, August 7, 2020. Applications are available at the County Administrator's Office, 120 West Oxford Street, Floyd, VA 24091 Monday – Friday, 8:00 a.m. - 4:30 p.m. or on the County's website at www.floydcova.org

Floyd County is an Equal Opportunity Employer.

BY THE ORDER OF THE FLOYD COUNTY BOARD OF SUPERVISORS

ATTEST _____

Terri W. Morris
County Administrator

Advertise: July 23, 2020
July 30, 2020