

# **Administrative Assistant TOWN OF CHATHAM**

## **General Definition of Work**

Perform intermediate clerical work assisting customers; collect and post payments; receive, balance and deposit monies; prepare and maintain records and related work as required. Work is directed under the supervision of the Clerk/Treasurer and Employee reports to the Clerk/Treasurer.

## **Education and Experience**

High School diploma or GED, moderate accounts payable experience preferable, general office and customer service experience or equivalent combination of education and experience.

## **Special Requirements**

Must obtain Notary Public License within 60 days

**Salary:** Depending on experience (DOE) and Qualifications (DOQ) (+) benefits

**Resumes along with references will be  
accepted until close of business on  
November 30, 2022, NO EXCEPTIONS.  
PREVIOUS APPLICANTS NEED NOT APPLY**

**Please submit resume to  
[khawker@chatham-va.gov](mailto:khawker@chatham-va.gov)**