

Position: Office Assistant for the Commissioner of Revenue (Part-time/Full-time)

Hourly Rate: \$12.00 - \$15.00

Closing Date: Until filled by qualified applicant

Beginning Date: As soon as possible

The Nelson County Commissioner of Revenue's office is seeking qualified individuals for the part-time position of Office Assistant. Successful candidate must be able to assist the public in a friendly manner, learn quickly and work independently. General office experience and a working knowledge of Microsoft Office are required.

Interested persons are to submit a completed employment application, and resume with three (3) references to: Commissioner of Revenue, County of Nelson, PO Box 246, Lovingston, VA 22949, or by email to pcampbell@nelsoncounty.org.