



Position: Part-Time Office Assistant

Department: Tourism

Hiring Range: \$17.40 – \$21.75

Closing Date: Until filled

Beginning Date: As soon as possible

The purpose of this position is to provide assistance operating the Visitor's Center. The Visitor's Center is open to the public 9:00 am to 5:00 pm, 7 days a week and must be staffed at all times. Part time hours may not exceed 29 hours a week. Staff may be required to work nights, weekends, holidays and emergencies (man-made or natural) to meet the business needs of the County.

ESSENTIAL FUNCTIONS

- Assists the public.
- Maintains databases of information for special projects.
- Distributes brochures to local and regional venues.
- Maintains brochure displays and inventory levels.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- High School Graduation or GED equivalent.
- Three (3) months of customer service experience or an equivalent combination of education, training and experience.

PHYSICAL DEMANDS:

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Interested persons may apply in person at Nelson County Finance & Human Resources, 84 Courthouse Square, Lovingson, VA; by mail to P.O. Box 336, Lovingson, VA 22949; by email to jseraphin@nelsoncounty.org; or by fax to (434) 263-7134. Required submissions include: Nelson County Job Application. <https://www.nelsoncounty-va.gov/departments-offices/human-resources/employment-application/>, Cover Letter, Resume, and Three (3) References. (434) 263-7139. EOE.