

CLERICAL ASSISTANT
HENRY COUNTY COMMONWEALTH'S ATTORNEY'S OFFICE/VICTIM-WITNESS
PROGRAM ASSISTANT

Applicant must possess broad knowledge of office procedures, computers and other office related equipment. Must possess exceptional problem solving and communication skills and must work effectively with people. Knowledge of criminal justice field preferred but not required. High School Diploma or equivalent required. Salary \$25,099 w/full benefits. Applicants must submit a Henry County application along with a cover letter and resume to Susan Reynolds, Human Resources, Henry County, P. O. Box 7, Collinsville, VA 24078. Applications may be downloaded from the Henry County website at http://www.henrycountyva.gov/content/File/Human%20Resources/henry_application.pdf and are also available at the Henry County Administration Building on the fourth floor. Application period will close at 5:00 p.m. on November 8, 2013. EOE