



COUNTY of **BLAND**

BOARD OF SUPERVISORS

Eric Workman, County Administrator
P.O. Box 510, Bland, Virginia 24315

Telephone 276 688 4622 Toll free 800 519 3468 Fax 276 688 9758

Email: eworkman@bland.org www.blandcountyva.gov

JOB OPENING

Receptionist/Secretary

This multi-experienced position will perform routine to moderately complex secretarial, clerical and accounting duties for all departments under the County Administrator as well as for the Board of Supervisors. A copy of the full job description can be obtained from the Bland County Administrator's Office. Please submit current resume and a state application (VA) to Eric Workman, County Administrator, P.O. Box 510, Bland, VA 24315. Position open until filled. Bland County is an Equal Opportunity Employer and Provider.

High school graduate with at least two (2) years of post-high school education in secretarial, accounting and/or bookkeeping or four years of relative experience

For more information, please visit our website at www.blandcountyva.gov

Bland County is an equal opportunity provider and employer.

Karen Hodock
Chairman
Rocky Gap Election District

Lacy Asbury
Vice-chairman
Seddon Election District

Henry Blessing
Sharon Election District

Randy Johnson
Mechanicsburg Election District