

Job Posting

ADMINISTRATIVE ASSISTANT (Law Enforcement)

- Location:** Hardy County Sheriff's Office
- Duties:** **Includes but is not limited to: Knowledge and proficiency in computers and computer programs such as Microsoft Word, Excel or similar programs. Answering the phone, taking and disseminating messages, composing and answering departmental emails, filing reports, monthly reporting to the state regarding statistics. Coordinating with other departments and agencies regarding case files and reports. Ability to work with confidential information.**
- Requirements:** Education equivalent to a high school diploma or higher. Knowledge and proficiency in data entry programs is a plus. Ability to work with minimal supervision. Good people skills. Self-motivated,
- Salary Range:** \$29,000 with experience, plus benefits package
- Deadline:** **4:00 pm February 28, 2025**
- To Apply:** Return completed application to the
Hardy County Sheriff's Office
206 Washington St.
Moorefield, WV
26836
- Note:** **Applications may be picked up at the Hardy County Clerk's Office 204 Washington Street, Rm 111, Moorefield WV 26836 or in the Hardy County Sheriff's Office, 206 Washington St. Moorefield, WV 26836 between the hours of 9:00 am and 4:00 pm Monday thru Friday.**

The Hardy County Sheriff / Hardy County Commission is
An equal opportunity employer