



## **Administrative Assistant to Sheriff -Office Manager**

The Morgan County Sheriff's Department is accepting applications for an Administrative Assistant-Office Manager

### **Benefits:**

- Starting salary of \$16.00 per hour with room for advancement as the skill levels progress
- Cost of living adjustments considered yearly
- Paid vacation and sick leave
- State Public Employees' Retirement
- Health Insurance
- Life Insurance

### **Skills and qualifications required:**

- High School Education or equivalent required. College preferred.
- Secretarial experience preferred
- Computer experience and fluent with Microsoft Office
- Willing to be trained on several computer programs required for Law Enforcement mandatory reporting and used in daily operations.
- Possess good communication skills in dealing with the public and other agencies in person or on phone. Sometimes in stressful situations.
- Ability to use Law Enforcement Radio to communicate with units in the field.
- Ability and desire to learn numerous other roles that are performed within the office.

Applications may be obtained at the Sheriff's Department at 226 Gayle Drive Berkeley Springs, WV 25411 during normal business hours or by requesting by email at [kcborher@morgancountywv.gov](mailto:kcborher@morgancountywv.gov)

Applications will be accepted until January 15th, 2023

