

**TOWN OF BIG STONE GAP  
ADMINISTRATIVE ASSISTANT –  
ADMINISTRATION**

Full time position working an average of 40 hours per week. Will provide administrative support and also render assistance to other departments as needed. Excellent verbal and written communications skills. High School diploma or GED equivalent required. Prefer Associates Degree in Secretarial Science or Accounting or 2 years' office experience. Must possess a valid driver's license. Complete job description available by calling 276-0115, ext. 107. Excellent benefits package. Employment application is available at the Town Hall located at 505 E. 5<sup>th</sup> Street, S., Big Stone Gap, VA. EOE.