

Administrative Assistant Ad

Salary Range: \$ 52,562 – 62,000 Depending on Qualifications

Full-time Permanent: Hours 8:00 AM – 4:00 PM, Mon – Fri.

Excellent Benefits

The Town of Pooleville is seeking to fill an Administrative Assistant position to perform a wide variety of advanced-level administrative work. The position will provide administrative support to the Town Administration. Other duties will include greeting all visitors, answering phones, mail receiving/sorting, organizing files, drafting letters, updating the website, and scheduling meetings. This position also requires handling residents' complaints, issuing permits, managing office supplies/ordering, and assisting/cross-training with the Town Clerk, and performing related work as required.

Ideal Candidate

- Has experience of basic organization and function of public agencies.
- Must be experienced in using Microsoft Office programs.
- Has knowledge of standard office administrative practices and office equipment, codes, regulations, policies, technical processes, and procedures related to a local Government.
- Has strong skills in dealing with the public and elected/appointed officials and will provide a high level of customer service, and the ability to effectively communicate verbally and in writing.
- Is highly organized and detail-oriented and will possess the ability to respond to and effectively prioritize multiple phone calls and walk-up traffic.

Application Deadline

Wednesday February 18, 2026 at 4:00 p.m.

Minimum Qualifications

Equivalent to graduation from high school with supplemental business school or applicable college-level coursework. Bachelor's degree is preferred.

Four (4) years of responsible office administrative experience is highly desirable.

Applicants must submit a completed online Town Employment Application and Resume by the filing deadline. Applications will not be accepted after the filing deadline. Resumes will not be accepted in lieu of a Town Employment Application. Visit [Form Center • Job Application](#) to apply online. If you have questions or need special accommodation with the recruitment process, please contact Maggie Leibrand at (301) 428-8927. The Town of Pooleville is an equal-opportunity employer.