

**POSITION ANNOUNCEMENT
EXECUTIVE ASSISTANT
WEST VIRGINIA COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY**

The West Virginia Courthouse Facilities Improvement Authority (WVCFIA) is seeking applications for an Executive Assistant. The WVCFIA is a statutory agency whose mission is to assist counties in obtaining funds for courthouse renovations and improvements.

This is a mid-level clerical position. It involves assisting the Executive Director in implementing the goals and purposes of the Authority.

The Executive Assistant is hired by the Board of Directors, and serves at its will and pleasure. The salary of the position is set by the Board. The Executive Assistant is eligible to participate in West Virginia employment programs, such as PEIA and State Retirement (PERS)

The Executive Assistant reports directly to the Executive Director and to the Board of Directors. Responsibilities include:

- Report to and work with the Authority's Executive Director and Board of Directors.
- Assist or schedule, plan, organize, and assist in the meetings of the Board
- Attend meetings or functions related to the purposes of the Authority and activities of the Board
- Provide information and applications to counties to assist in funding applications
- Help develop and distribute educational material
- Work with officials of all branches of government on the purposes and projects of the Authority
- Oversee the maintenance and upkeep of the property and assets of the Authority
- Attend to such projects as may be assigned by the Executive Director or the Board of Directors and related to the purposes of the Authority

Skills which are essential to the position include:

- Effective writing and speaking communications
- Ability to work with others from the public sector and government, in a professional and collegial setting
- Knowledge of Microsoft Office or similar products
- Knowledge of Microsoft Presentations, PowerPoint or similar products
- Ability to communicate via telephone, letter, fax or email

Skills which are helpful but not essential to the position include:

- Knowledge of West Virginia employment and purchasing practices
- Knowledge of West Virginia's accounting practices and systems (FIMS)
- Knowledge of West Virginia government and budgeting practices
- Familiarity with the Legislative process

Applicants may be asked for credit, criminal background or character references. Finalists may be contacted for a personal interview.

The West Virginia Courthouse Facilities Improvement Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the WVCFIA will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please submit your letter of interest, resume', and references to:

CFIA Applications
c/o West Virginia Association of Counties
2211 Washington St E
Charleston WV 25311-2218