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CITY OF MARTINSBURG  
WEST VIRGINIA

[www.cityofmartinsburg.org](http://www.cityofmartinsburg.org)

## CITY OF MARTINSBURG

### PLANNING DEPARTMENT ADMINISTRATIVE ASSISTANT

**The City of Martinsburg has an immediate opening for a full-time Planning Department Administrative Assistant.**

Successful candidate will perform general administrative assistant duties requiring above average experience and/or training in computer programs, data entry and management, record keeping and operating various types of office equipment. Assists the public in obtaining information about city codes, application processes and Planning Department functions. Position requires a high degree of attention to detail, high level of trust, ability to work independently and be professionally compatible with other employees within the Planning Department as well as other City Departments.

Position provides administrative support to the Planning Department staff and assists in the administration of the standard operating procedures of the department. The successful candidate will prepare agendas, with supporting material, for all boards and commission meetings and may be required to attend up to three (3) evening meetings per month, including taking and transcribing meeting minutes. Duties also include scheduling appointments, composing and editing a variety of correspondence and researching property records.

Starting Salary is \$38,207 annually, with an excellent benefit package. Candidates may apply online at <https://www.cityofmartinsburg.org/residents/careers>. All applications will be reviewed as received. Position close date is **Friday, September 1, 2023**. EEO/AA. Women and minorities encouraged to apply.