

HELP WANTED: Executive Secretary/Police Records Technician

The Town of Victoria is accepting applications for the position of Executive Secretary/Police Records Technician. The position of secretary/police records technician performs secretarial duties of routine difficulty with emphasis on keyboarding, filing, and receptionist related duties. This position plays a vital role in the coordination of town sponsored events, maintenance of cemetery records, and is also involved with assisting customers with DMV related questions. Knowledge of Microsoft Office products is preferred. Applicants must be a high school graduate or equivalent. A copy of the job description may be obtained at the town office. Applications may be obtained at the Victoria Municipal Building 1809 Main St. Victoria, Virginia, during regular business hours or online at www.victoriava.net. Submit all applications to the Town of Victoria, P.O. Box 1421, Victoria, VA 23974. Position is open until filled. The initial cutoff date for applications will be March 8, 2024. All positions with the Town of Victoria are subject to random drug testing. The Town of Victoria is an equal opportunity employer.