

Constituent Service and Policy Aide

Position Type: Full-Time, in-person, entry-level

Position Location: Franconia, VA

Closing Date: Open until filled

Starting Salary: \$55,000 to \$65,000, based on experience

Position Description

The office of Fairfax County Franconia District Supervisor Rodney Lusk seeks a Constituent Service and Policy Aide who will be responsible for a portfolio that primarily assists constituents with casework including code compliance, permit applications, utilities, health and human services, and more.

Responsibilities of this position include consistent and timely correspondence with constituents and serving as their liaison to County divisions, staffing Supervisor Lusk at stakeholder meetings, and drafting policy memos, letters, and constituent mail.

The successful candidate will be able to work well independently as well as support the office team as needed. The Constituent Service and Policy Aide must be highly dependable, organized, and possess strong oral and written communication skills and the ability to work quickly under pressure.

MINIMUM QUALIFICATIONS:

Bachelor's degree required

NECESSARY SPECIAL REQUIREMENTS:

Ability to work outside of normal business hours, if needed.

PREFERRED QUALIFICATIONS:

- Excellent written and verbal communication, as well as organizational and research skills
- Confidence in dealing with members of the public and ability to interact proactively with constituents
- Ability to multitask and meet deadlines
- Bilingual applicants are encouraged to apply.
- Prior experience working in or with Fairfax County is a plus. The applicant should have familiarity with Fairfax County's governmental structure and policy priorities.
- Microsoft Office Suite or equivalent workplace software

PHYSICAL REQUIREMENTS:

This position will require use of a vehicle to attend events outside of the office; may require lifting up to 10 pounds. The position is primarily sedentary. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview.

TO APPLY:

Please send your resume and cover letter outlining your education, experience, and availability to franconia@fairfaxcounty.gov and include "Constituent Service and Policy Aide" in the subject line.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home (Spanish, Asian/Pacific Islander, Indo-European, and others) and we encourage candidates bilingual in English and a foreign language to apply for this opportunity.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.