



## COUNTY OF AMHERST



### Public Information Officer

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For Immediate Release

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### Alexandra Doss Joins County Staff as Administrative Assistant

Amherst County would like to welcome Alexandra Doss to our staff. An Amherst native, Alexandra attended Central Virginia Community College, where she earned her Associate's degree in General Studies, and Liberty University, where she graduated in December 2024 with a degree in Business Administration: Human Resource Management.

As an Administrative Assistant, Alexandra will be responsible for managing conference room reservations, assisting visitors and directing them to the appropriate offices, answering phones, receiving and processing incoming mail, and maintaining the rosters for County Boards, Commissions, and Committees. Additional duties include maintaining digital and physical files, overseeing copier maintenance and supplies, and coordinating the Citizens' Academy. Future responsibilities will include being the FOIA Officer for County Administration. She brings six years of administrative experience and two and a half years of customer service experience to the job.



Additional information may be obtained from Joy Niehaus at [jlniehaus@countyofamherst.com](mailto:jlniehaus@countyofamherst.com) or (434) 946-9420.