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Department of Social Services
106 East Morgan Street, Suite 101
Brevard, NC 28712

April 10, 2019

POSITION AVAILABLE

CLASSIFICATION: PROCESSING ASSISTANT III Grade: 6
New Adventure Learning Center

SALARY RANGE: \$26,000 - \$32,469

UNIT: Child Development/New Adventure Learning Center

DATE AVAILABLE: Immediately

CLOSING DATE: April 23, 2019

Duties & Responsibilities: This position is responsible for providing clerical support and substitute coverage for the Child Development Center. Work involves public contact either in person or by phone, computer data entry, financial record keeping, providing information about the center, file maintenance, reporting, and substitute coverage for staff, kitchen, housekeeping or other areas as needed.

Knowledge, Skills, and Abilities: Considerable knowledge of general office practices and procedures, including personal computer and data entry experience; ability to deal with the public and parents professionally and effectively; possess excellent grammar skills; possess excellent telephone skills; be well organized in work; be extremely self-motivated; experience with Word and Excel; ability to assist children safely and efficiently according to North Carolina licensing regulations; to follow written and verbal directions; to record basic data; to report observations to appropriate staff; and to perform required physical tasks.

****Pre-employment drug testing required.****

Minimum Education and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience AND demonstrated possession of abilities to relate to children and parents; or an equivalent combination of training and experience. Preference will be given to individuals with NC Early Childhood Credential, Early Childhood Education, and/or early childhood experience.

For additional information please contact Center Director Ann Canon at 884-1880.

Application Process: Register with NCWORKS.gov and submit a state application (PD107) along with transcripts to NCWorks Career Center, Blue Ridge Community College Transylvania Campus, 45 Oak Park Drive, Brevard, NC 28712 by end of business on date of closing.

"An Equal Opportunity Employer"