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COUNTY MANAGER
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101 South Broad Street
Brevard, NC 28712

January 8, 2019

Internal and External

PT Position Vacancy Announcement

CLASSIFICATION: Part-Time Administrative Assistant

GRADE: 8

SALARY RANGE: 13.50 per hour / 20 hours per week,

DEPARTMENT: Legal Department

DUTIES AND RESPONSIBILITIES: Performs administrative support functions for County Attorney, Paralegal and Legal Department as needed. Must have good customer service skills and knowledge of the county and related functions is needed. Sound judgment is required to independently handle requests and to answer questions asked by the public.

EDUCATION AND EXPERIENCE: Associates degree in business, management or related field and 1 – 3 years of related experience. Must have high level computer and technology skills. (use of word processing, data bases, spreadsheets and other uses in a general office environment) ; good organizational skills; great oral and written communication skills; customer service skills and ability to work with a variety of employee and individual citizens. Prior legal office experience is beneficial.

APPLICATION DEADLINE: February 1, 2019

APPLICATION PROCESS: External applicants submit a State Application (PD107) to the NC Career Center/JobLink which is located on the Blue Ridge Community College Campus at 45 Oak Park Drive, Brevard. (828) 883-2550.