

BOARD OF COMMISSIONERS
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COUNTY MANAGER
Jaime Laughter
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101 South Broad Street
Brevard, NC 28712

December 22, 2017

**EXTERNAL POSTING
NOTICE OF POSITION AVAILABLE**

CLASSIFICATION: PT / Administrative Office Assistant

DEPARTMENT: County Transportation Department

SALARY: 14.18 per hour

RESPONSIBILITIES: Performs intermediate administrative work taking reservations and scheduling routes, answering telephone, preparing and processing various reports, and related work as apparent or assigned. Skill set should include: computer skills including MS Office and Excel, data entry, general knowledge of office operations and good interpersonal skills

MINIMUM EDUCATION/EXPERIENCE: Associates degree with coursework in business management or related field and moderate experience in office management, or equivalent combination of education and experience.

APPLICATION DEADLINE: January 9, 2017

APPLICATION PROCESS: Submit a state application PD107 to the NC Works Office located at 45 Oak Park Drive on campus of Blue Ridge Community College. EOE.