

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

July 11, 2017

Internal and External

***Position Vacancy Announcement***

**CLASSIFICATION:** Administrative Assistant  
**GRADE:** 8  
**SALARY RANGE:** \$28,086 – \$35,107  
**DEPARTMENT:** Building and Permitting

**DUTIES AND RESPONSIBILITIES:** Performs administrative support functions for Building, Permitting and Enforcement activities. Works as backup for the departmental Program Support Assistant and supports the Director and Code Enforcement Officers. 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 some related experience. Experience and knowledge of the construction trade is preferred. 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.

**APPLICATION DEADLINE:** Open Until Filled, 7/21/2017

**APPLICATION PROCESS:** Applicants submit a State Application (PD107) to the NC Career Center/JobLink located on the Blue Ridge Community College Campus at 45 Oak Park Drive, Brevard. (828) 883-2550. Internal applicants - Submit an internal application and resume to the H.R. Office prior to the deadline date.