

**BOARD OF COMMISSIONERS**  
Larry Chapman, Chair  
Page Lemel, Vice-Chair  
Jason Chappell  
Mike Hawkins  
Kelvin Phillips



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

June 9, 2017

Internal and External

***Position Vacancy Announcement***

**CLASSIFICATION:** Administrative Office Assistant

**GRADE:** 10

**SALARY RANGE:** 29,033.55 – 36,291.94

**DEPARTMENT:** Administration /Finance/Human Resources

**DUTIES AND RESPONSIBILITIES:** Performs high level administrative support functions for Human Resources, County Manager, Clerk to the Board, and Finance Departments of the county. Acts as the backup for the Clerk to the Board. 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.

**APPLICATION DEADLINE:** Open Until Filled, first review of applicants 6/30/2017

**APPLICATION PROCESS:** Internal applicants - Submit an internal application and resume to the H.R. Office prior to the deadline date. 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.