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June 6, 2017

Internal and External Posting of Position Vacancy

Classification: Processing Assistant IV

Salary Grate / Range: Grade: 8 / \$26,330.85 -- \$39,496.28

Department: Public Health

Date Available: Immediately

Duties and Responsibilities: This position requires a thorough knowledge and understanding of all Environmental Health (EH) programs and department operation. The Environmental Health section assists the public in obtaining new septic tank system and well permits, water analyses, repairs to malfunctioning septic tank systems, existing septic tank system inspections, public swimming pool permits, tattoo permits, inspections of permitted facilities (food and lodging establishments, nursing and rest homes, institutions, retail food stores, meat markets, summer camps, residential care homes, etc.), EH-related complaints, etc. This position requires flexibility to adjust to changing work requirements as well as the ability to balance the work requests of the EH staff. The PA IV is expected to exhibit an independent ability to determine the applicability of a variety of Rules, policies, contacts, etc. in order to match the correct person, agency, etc. with the requested action. Additionally, phone calls, money collection, data entry (computer and hand), typing, records organization and maintenance, shipping and postal duties, and office supply orders and inventory are required activities.

Knowledge, Skills and Abilities: Desirable candidate be well versed in public relations and customer service, time management, computer skills, the ability to be detailed and accurate in a highly flexible environment and familiarity with GIS/mapping software.

****Pre-employment drug testing required.**** Certain immunizations required to work in health care setting.

Minimum Education and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Deadline: June 16, 2017

Apply: Submit a NC State Application (PD-107) prior to closing date to NC Joblink Career Center located at 45 Oak Park Drive on campus of Blue Ridge Community College. Internal Applicants apply through the Human Resources Office. All *applications will be screened for minimum requirements and experience.*