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Department of Social Services  
106 East Morgan Street  
Brevard, NC 28712

November 15, 2016

**POSITION AVAILABLE**

**CLASSIFICATION:** ADMINISTRATIVE ASSISTANT I  
PAY GRADE: 11

**SALARY RANGE:** Min. \$29,930 - Mid \$37,413 - Max. \$44,896

**DEPARTMENT:** SOCIAL SERVICES

**CLOSING DATE:** November 22, 2016

**Duties and Responsibilities:** This position will be responsible for oversight of the daily operational functions of the agency which includes support services to the DSS Director, Child Development Director, Administrative Officer and other agency staff. This position is responsible for the management and security of the agency's various computer systems. Other responsibilities include general support in the area of personnel, preparation of records, reports, other printed materials, public contact with families and community, training on work procedures and daily coordination of the clerical unit.

**Knowledge, Skills, and Abilities:** Considerable knowledge of office management techniques as well as general office practices and procedures; extensive personal computer and data entry experience; ability to deal with the public effectively; ability to type at least 45 wpm accurately and possess excellent grammar skills; ability to analyze and interpret policy and procedural guidelines; possess excellent telephone skills; be well organized in work; be extremely self-motivated; good oral and written communications; ability to resolve problems and questions; and experience in Word and Excel. Preference will be given to applicants with considerable experience in use of multiple computer programs and previous coordinator and/or supervisory experience.

**Minimum Education and Experience:** Completion of high school or equivalent and (4) years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration, or other related field; or an equivalent combination of education and experience.

**Other Requirements:** A pre-employment drug screen will be required. Applications will be screened for minimum requirements and experience. Qualified individuals will be given a computer typing test. Selection for interview will be based on experience and test results.

**APPLICATION PROCESS:** Register with NCWORKS.gov and submit a state application (PD107) along with transcripts to NCWorks Career Center Blue Ridge Community College Transylvania Campus, 45 Oak Park Drive, Brevard, NC 28712 by end of business on date of closing.