



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position:	Administrative Assistant/Office Manager <i>Permanent, Full-Time, Non-Exempt</i>								
Department:	Permitting and Code Enforcement								
Description of Duties & Responsibilities:	Responsible for providing administrative and operational support to the Permitting and Code Enforcement Office. Duties include supervising clerical office staff, processing applications for building permits, scheduling field inspections, compiling monthly reports, balancing cash drawer and deposit preparations, assists in financial and budget monitoring of department, and other duties as assigned. Must be able to work in Cashiers office on occasion.								
Education & Experience Requirements:	Minimum: High school diploma or GED and three years of directly related experience required. Valid NC Driver License required. Preferred: Associate or Bachelor's degree in business, paralegal technology or related field. Prefer a candidate with strong customer service and computer skills with supervisory experience in local government, business, real estate, or construction.								
Starting Salary & Benefits Information:	\$30,801.19 (Grade 19) Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at https://www.jacksonnc.org/employment-opportunities								
Application Requirements:	Submit a completed Application for Employment (PD107) to: <table><tr><td>Jackson County</td><td>NC Works Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table>	Jackson County	NC Works Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
Jackson County	NC Works Career Center								
Human Resources Department	26 Ridgeway Street, Suite 2								
401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779								
Sylva, NC 28779									
Closing Date:	January 15, 2019								

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal [E-Verify](#) program*