



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:	Processing Assistant IV <i>Permanent, Full-Time, Non-Exempt</i>								
Department:	Permitting & Code Enforcement								
Description of Duties & Responsibilities:	Responsible for providing administrative and operational support to the Permitting & Code Enforcement Office. Duties include greeting public; answering department phone calls; assisting customers and contractors with the permitting process; maintains departmental records and files; processes building permits; and other duties as assigned.								
Education & Experience Requirements:	Minimum: High school diploma or GED and one year of experience in an office setting. Preferred: An associate's degree in business, paralegal technology or related field. Prefer a candidate with strong customer service and computer skills with experience in local government, business, real estate, or construction. Candidate must have a valid NC Driver License.								
Starting Salary & Benefits Information:	\$25,340.22 (Grade 15) 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>NCWorks 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	NCWorks Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
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Closing Date:	Wednesday, June 5, 2018								

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*