



Jackson County Department of Public Health

154 Medical Park Loop • Sylva, NC 28779

Tel: 828-586-8994 • FAX: 828-586-3493

Shelley Carraway

DIRECTOR

- EMPLOYMENT OPPORTUNITY -

- Position:** **Administrative Assistant II (Office Manager)**
Permanent, Full Time, Non-Exempt
- Department:** Health Department
- Description of Duties & Responsibilities:** This position is responsible for supervision and management of Permit Center Front Office employees. Duties will include providing supervision, planning, data management, training, customer service, and other duties as assigned. Required to participate in preparedness exercises/event at times. Reports to the Environmental Health Director. Must possess and maintain a valid North Carolina Driver's License.
- Education & Experience Requirements:** Completion of high school or equivalent and five years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or office management experience; or completion of a two-year secretarial science or business administration program and three years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or 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 and six months of administrative or office management experience; or an equivalent combination of training and experience.
- Starting Salary:** Starting Salary \$33,958.32 (Grade 21).
Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid vacation, sick, and holiday leave, employee clinic and wellness program, and supplemental benefit offerings.
Full overview of benefits available at: <https://www.jacksonnc.org/employment-opportunities>.
- Application Requirements:** Submit a completed and signed State Application (PD 107) to:
Jackson County Department of Public Health or NC Works Career Center
Attn: Alicia Parham 26 Ridgeway Street, Suite 2
154 Medical Park Loop Sylva, NC 28779
Sylva, NC 28779
- Closing Date:** **Closing Date: Friday, November 6, 2020.**

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.