



## 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

<b>Position:</b>	<b>Administrative Assistant II</b> <i>Permanent, Full-Time, Non-Exempt</i>
<b>Department:</b>	Veterans
<b>Description of Duties &amp; Responsibilities:</b>	Responsible for performing administrative duties in the Veterans Office. Duties include greeting the public, answering department phone calls, scheduling veteran appointments, performing clerical work, including copying documents, sending and receiving facsimiles, file preparation and maintenance of records, coordinating and setting up various Veteran events during the year and performing other duties as assigned.
<b>Education &amp; Experience Requirements:</b>	High school diploma or GED and one year of office experience and valid NC driver license required. A high school diploma and strong customer service and computer skills with two years of office/clerical experience preferred.
<b>Starting Salary &amp; Benefits Information:</b>	Grade 15 - \$25,340.22 per year  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 <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a>
<b>Application Requirements:</b>	Submit a completed Application for Employment (PD107) to: Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779  NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
<b>Closing Date:</b>	<b>4 pm Friday, October 30, 2020</b>

### 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*