

## Employment Opportunity

Please post in a location accessible to all employees

**Position:** Processing Assistant III

**Department:** Social Services

**Description of Duties & Responsibilities:** Duties include reception, copying, filing, scanning, receiving and providing information to the public, data entry and other related clerical tasks. Applicants should have excellent customer service skills, good computer skills, the ability to communicate effectively in person and by telephone, a general knowledge of office procedures and the ability to learn and apply a variety of guidelines.

**Education & Experience Requirements:** Applicants must have completed high school and have at least one year of clerical experience or an equivalent combination of training and experience.

Work hours are normally 8:00 – 5:00, Monday – Friday. Some after-hours work may be required.

**Starting Salary:** Starting salary is \$25,340

**Application Requirements:** Submit a completed Application for Employment (PD107) to:

Jackson County Department of Social Services	NC Works Career Center
15 Griffin Street	26 Ridgeway Street, Suite 2
Sylva, NC 28779	Sylva, NC 28779

The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

**Closing Date:** July 10, 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*