



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 \$25,847
Application Requirements:	Submit a completed Application for Employment 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 is available online at: https://www.icdss.org or https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NC Works Career Center.
Closing Date:	May 14, 2021