



Jackson County Department of Public Health

538 Scotts Creek Road • Sylva, NC 28779

Tel: 828-586-8994 • FAX: 828-586-3493

Shelley Carraway
DIRECTOR

- EMPLOYMENT OPPORTUNITY -

Please post this employment opportunity where all employees have access.

- Position:** Processing Assistant III
Permanent, Full-Time
- Department:** Animal Shelter
- Description of Duties & Responsibilities:** The primary purpose of the position of Processing Assistant III with the Jackson County Animal Shelter is to perform a variety of office and/or technical tasks to accomplish the specialized processing of information, documents, or materials. Duties of the Processing Assistant III include general office duties such as greeting clients, answering phones, completing data entry of medical records, and animal information. Additional duties include handling intake and outtake of animals, cleaning animal cages, and working with animals as assigned by the Animal Control Supervisor. Must possess and maintain a valid North Carolina driver's license.
- Education & Experience Requirements:** **Required Minimum Training:** Graduation from high school and demonstrated possession of knowledges, skills, and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.
- Starting Salary:** \$25,847.02 (Grade 15). 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.jacksonmc.org/employment-opportunities>
- Application Requirements:** Submit a signed and completed Jackson County application available at www.jacksonmc.org to:
Jackson County Department of Public Health or NC Works Career Center
Attn: Martha Thomasson 26 Ridgeway Street, Suite 2
538 Scotts Creek Road Sylva, NC 28779
Sylva, NC 28779
- Closing Date:** Friday, December 10, 2021.

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.