



## 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>Fire District Services Coordinator – Savannah Fire Department</b> <i>Permanent, Full-Time, Non-Exempt</i>
<b>Department:</b>	Fire
<b>Description of Duties &amp; Responsibilities:</b>	Position is responsible for providing general support within the District Fire Department to include maintaining department readiness for emergency call response; maintaining facilities and equipment in proper state for readiness; conducting routine fire department clerical, recordkeeping and reporting functions.
<b>Education &amp; Experience Requirements:</b>	<b><u>Minimum Requirements</u></b> <ul style="list-style-type: none"><li>• High school diploma or GED.</li><li>• Three (3) years of experience in Fire District Department.</li><li>• Good organizational, human relations and technical skills.</li><li>• Possess a Valid NC Driver License.</li></ul>
<b>Starting Salary &amp; Benefits Information:</b>	\$29,921.16 minimum (Grade 18)  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 to: Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779  The Application for Employment is available online at: <a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
<b>Closing Date:</b>	<b>January 15, 2021</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*