



## The Jackson County Department of Public Health

538 Scotts Creek Rd. Suite 100 • Sylva, NC 28779

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Shelley Carraway

DIRECTOR

### - EMPLOYMENT OPPORTUNITY -

*Please post this employment opportunity where all employees have access.*

**Position:** Environmental Health Processing Assistant III  
*Permanent, Full-Time*

**Department:** Health Department

**Description of Duties & Responsibilities:** Applicants must possess strong office and computer skills; as well as being highly proficient in Microsoft Office; ability to communicate effectively orally and in writing; the ability to establish and maintain effective working relationships with coworkers as well as having the ability to deal effectively and courteously with the public.

**Education & Experience Requirements:** Required Minimum Training: Graduation from high school with one year clerical experience, be proficient in Microsoft Office, possess and maintain a valid NC driver's license.

**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.jacksonnc.org/employment-opportunities>

**Application Requirements:** Submit a completed Jackson County Application available at [www.jacksonnc.org](http://www.jacksonnc.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, January 29, 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.*