



## 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>Processing Assistant IV</b> <i>Permanent, Full-Time, Non-Exempt</i>								
<b>Department:</b>	Permitting & Code Enforcement								
<b>Description of Duties &amp; Responsibilities:</b>	Responsible for providing administrative and operational support to the Permitting & Code Enforcement Office. Duties include greeting public; answering department phone calls; assisting customers and contractors with the permitting process; maintains departmental records and files; processes building permits; and other duties as assigned.								
<b>Education &amp; Experience Requirements:</b>	Minimum: High school diploma or GED and one year of experience in an office setting.  Preferred: An associate's degree in business, paralegal technology or related field. Prefer a candidate with strong customer service and computer skills with experience in local government, business, real estate, or construction.  Candidate must have a valid NC Driver License.								
<b>Starting Salary &amp; Benefits Information:</b>	Grade 15 – Hiring Range: \$25,847.02 - \$32,137.53 depending upon experience.  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:  <table><tr><td>Jackson County</td><td>NCWorks Career Center</td></tr><tr><td>Human Resources Department</td><td>26 Ridgeway Street, Suite 2</td></tr><tr><td>401 Grindstaff Cove Road, Suite A-218</td><td>Sylva, NC 28779</td></tr><tr><td>Sylva, NC 28779</td><td></td></tr></table> <p>The Application for Employment 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.</p>	Jackson County	NCWorks Career Center	Human Resources Department	26 Ridgeway Street, Suite 2	401 Grindstaff Cove Road, Suite A-218	Sylva, NC 28779	Sylva, NC 28779	
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<b>Closing Date:</b>	<b>Wednesday, February 10, 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*