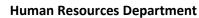
## **JACKSON COUNTY**





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

Position:	<b>Processing Assistant IV</b> Permanent, Full-Time, Non-Exempt	
Department:	Permitting & Code Enforcement	
Description of Duties & Responsibilities:	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.	
Education & Experience	Minimum: High school diploma or GED and one year of experience in an office setting.	
Requirements:	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.	
Starting Salary & Benefits	Grade 15 – Hiring Range: \$25,847.02 - \$32,137.53 depending upon experience.	
Information:	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 https://www.jacksonnc.org/employment-opportunities	
Application Requirements	Submit a completed Application for Employment to:	
	Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779	NCWorks Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
	The Application for Employment available online at: https://www.jacksonnc.org/employment-opportunities or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.	
Closing Date:	Wednesday, February 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