



## 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

- Position:** **Administrative Assistant II**  
*Permanent, Full-Time, Non-Exempt*
- Department:** Department on Aging
- Description of Duties & Responsibilities:** Provides front desk reception for the Department on Aging administrative offices and Senior Center. Responsibilities include: greeting public, answering incoming phone calls, answering visitor and participant questions, maintaining registration lists and event schedules, collecting and issuing receipts for participant fees, data entry of membership information, new participant orientation, and other administrative duties as needed. Work is performed under the supervision of the Senior Center Coordinator and the Department on Aging Director.
- Education & Experience Requirements:** Required:  
High school diploma or GED, valid North Carolina driver license, one year of office experience and strong customer service and computer skills.
- Preferred:  
Associate degree with two years of office experience and advanced computer skills. Previous experience working with seniors a plus.
- 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 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                        | NC Works Career Center      |
| Human Resources Department            | 26 Ridgeway Street, Suite 2 |
| 401 Grindstaff Cove Road, Suite A-218 | Sylva, NC 28779             |
| Sylva, NC 28779                       |                             |
- The Application for Employment is 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, October 13, 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*