



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:	Campground Attendant - Office <i>Temporary, Part-Time</i>		
Department:	Parks and Recreation		
Description of Duties & Responsibilities:	Attendant answer phones and take reservations, respond to email inquiries, email reservation confirmations. Check-in campers, operate campground store. Position requires overnight stay which is provided by the campground. Part-time up to 32 hours per week. Work location: Ralph J. Andrews Campground, Glenville, NC		
Education & Experience Requirements:	Minimum of 18 years of age. Must possess a valid North Carolina driver license. Previous office experience required. Computer skills, scanning and email experience required.		
Starting Salary:	\$ 11.00 per hour		
Application Requirements:	Submit a completed Application for Employment to: <table><tr><td>Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779</td><td>NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779</td></tr></table> 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.	Jackson County Human Resources Department 401 Grindstaff Cove Road, Suite A-218 Sylva, NC 28779	NC Works Career Center 26 Ridgeway Street, Suite 2 Sylva, NC 28779
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Closing Date:	March 31, 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*