



Employment Opportunity

Please post in a location accessible to all employees

| | |
|--|---|
| Position: | Processing Assistant V |
| Department: | Social Services |
| Description of Duties & Responsibilities: | Duties will include setting up all child support files; location of absent parents; customer service which involves answering the phone, date entry of employer information, updating addresses, and insurance information; filing orders at the Clerk of Court; preparing files for Court; completing continuance and dismissal order on court day and getting them to the judge for signatures; and other assigned duties. Work hours are normally 8:00 – 5:00, Monday-Friday. Some after-hours work may be required. |
| Education & Experience Requirements: | Applicants should have strong computer skills and have a general knowledge of office procedures, and be able to communicate with courtesy and tact. Candidates must have a valid driver's license. This position requires graduation from high school, and skills and abilities gained through at least three years of assistant/secretarial experience or an equivalent combination of training and experience. |
| Starting Salary: | \$35,835.68 |
| Application Requirements: | Submit a completed application for employment to: Jackson County Department of Social Services NC Works Career Center 15 Griffin Street 26 Ridgeway Street, Suite 2 Sylva, NC 28779 Sylva, NC 28779 |
| Closing Date: | December 30, 2022 |

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