



Jackson County Department of Public Health

538 Scotts Creek Road • Sylva, NC 28779

Tel: 828-586-8994 • FAX: 828-586-3493

Shelley Carraway

DIRECTOR

- EMPLOYMENT OPPORTUNITY -

- Position:** Office Assistant III
Permanent, Full-Time, Non-Exempt
- Department:** Health Department
- Description of Duties & Responsibilities:** Provides clerical and operational support to the clinical unit of the health department. Employee's work must be completed accurately and efficiently. Must possess strong office and computer skills; ability to communicate effectively orally and in writing, maintain confidentiality, possess data entry skills, and deal effectively and courteously with the public. Must possess and maintain a valid North Carolina driver's license. Bilingual preferred.
- Education & Experience Requirements:** **Required Minimum Training:** Graduation from high school and demonstrated possession of knowledge, skills, and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.
- Starting Salary:** \$28,078.19 (Grade 15).
Jackson County provides a robust offering of employee benefits including employer paid medical and dental benefits, participation in the Local Government Employees Retirement System, paid vacation, sick, and holiday leave, employee clinic and wellness program, and supplemental benefit offerings.

Full overview of benefits available at: <https://www.jacksonnc.org/employment-opportunities>
- Application Requirements:** Submit a completed and signed Jackson County Application available at www.jacksonnc.org to:
Jackson County Department of Public Health or NC Works Career Center
Attn: Charay Green 26 Ridgeway Street, Suite 2
538 Scotts Creek Road Sylva, NC 28779
Sylva, NC 28779
- Closing Date:** Friday, June 3, 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