



## 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- Switchboard  
*Permanent, Full-Time, Non-Exempt*

**Department:** Health Department

**Description of Duties & Responsibilities:** The Jackson County Department of Public Health seeks a Switchboard operator to answer and redirect a high volume of calls within the Agency. Must possess strong office and computer skills; ability to communicate effectively orally, and deal courteously with the public. Employee must also be able to fulfill various receptionist duties as needed such as answering brief questions regarding the agency's location, telephone numbers, and resources. Must possess and maintain a valid North Carolina driver's license.

**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](http://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, December 2, 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*