

COUNTY OF ASHE POSITION VACANCY

Part-time Administrative Assistant

Ashe County is seeking applications to fill a vacancy in the Planning Department as Part-time Administrative Assistant. Successful applicants will be responsible for screening and independently handling a variety of inquiries, typing a variety of documents, coordinating meetings, and maintaining files. Employees are responsible for answering telephones and addressing inquiries from the general public; scheduling meetings and appointments; composing routine correspondence, meeting minutes; and filing and retrieving materials. Applicants must exercise considerable tact and courtesy in frequent contact with the general public. Wages: \$10.00 per hour with approximately 20 hours per week. For a full job description and an application, contact the NC Works Career Center, 626 Ashe Central School Road, Jefferson, NC 28640. Criminal records check and pre-employment drug testing is required.

EOE/AAE