

COUNTY OF ASHE POSITION VACANCY

Administrative Secretary/Clerk to the Board

Ashe County is seeking applications to fill a vacancy in the Administration Department as an Administrative Secretary/Clerk to the Board. Successful applicant will be responsible for performing a variety of clerical and administrative duties in support of activities of the County Manager and Board of County Commissioners. Employee is responsible for maintaining records and correspondence pertaining to official actions of the Board of Commissioners; serving as secretary to the Board and to the County Manager. Duties will include answering telephones and addressing inquiries from the general public; scheduling meetings and appointments; composing routine correspondence, Board meeting minutes; and filing and retrieving materials. Applicants must exercise considerable tact and courtesy in frequent contact with the general public. Salary: \$36,180.00 annually plus an excellent benefits package. For a full job description and an application, visit www.ncworks.gov or www.ashecountygov.com, or contact the NC Employment Security Commission at 336-982-5627. Completed applications may be mailed to the NCWorks Office, 626 Ashe Central School Road, Unit #5, Jefferson, NC 28640 or faxed to 336-982-3657. Emailed applications will be accepted at Jeffrey.Cope@nccommerce.com or humanresources@ashecountygov.com. Deadline for applications is Friday, October 23, 2020 at 1:00 p.m. Criminal records check and pre-employment drug testing is required. **EOE/AAE**