



Employment Opportunity

Jackson County

Please post this employment opportunity where all employees have access.

- Position:** Fire District Services Coordinator
Qualla Volunteer Fire Department
- Department:** Fire
- Description of Duties & Responsibilities:** Position is responsible for providing general support within the District Fire Department to include maintaining department readiness for emergency call response; maintaining facilities and equipment in proper state for readiness; conducting routine fire department clerical, record keeping and reporting functions.
- Education & Experience Requirements:** *Minimum:* High school diploma or GED, five years' experience in Fire District Department, and good organizational, human relations and technical skills.

Candidate must have a valid NC driver license.
- Starting Salary:** \$29,334.47 (Grade 18)

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 leave (vacation, sick, and holiday), employee clinic and wellness program, and supplemental benefit offerings.

Full overview of benefits available at <https://www.jacksonnc.org/employment-opportunities.html>
- Application Requirements:** Submit a complete State Application (PD107) to either location:

Jackson County	NCWorks Career Center
Human Resources Department	26 Ridgeway St., Suite 2
401 Grindstaff Cove Rd., Suite A-218	Sylva, NC 28779
Sylva, NC 28779	

State applications are available online at <http://www.jacksonnc.org/employment-opportunities.html> or can be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
- Closing Date:** Friday, May 18, 2018

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.

Jackson County Human Resources Department

401 Grindstaff Cove Road ▪ Sylva, NC 28779

828-631-2212 ▪ 828-631-2266 fax