



# Employment Opportunity

## Jackson County

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*Please post this employment opportunity where all employees have access.*

**Position:** Administrative Assistant  
*Permanent Full-Time*

**Department:** Planning

**Description of Duties & Responsibilities:** Responsible for providing administrative support to the Planning Department. Duties include greeting public; answering department phone calls; assisting customers, clients and employees; maintains departmental records and files; researches and assists with information gathering for specified projects; prepares and maintains minutes for various planning boards and committees; processes inquiries and provides information regarding ordinances, applications, and regulations; and other duties as assigned.

**Education & Experience Requirements:** *Minimum:* High school diploma or GED and one year of experience in an office setting.  
*Preferred:* An associate's degree in business, paralegal technology or related field. Prefer a candidate with strong customer service and computer skills with experience in local government, business, real estate, or construction.

Candidate must have a valid NC Driver License and be able to work day and evening hours.

**Starting Salary:** \$25,340.22 (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 leave (vacation, sick, and holiday), Employee clinic and wellness program, and supplemental benefit offerings.

Full overview of benefits available at <http://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, June 29, 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.*

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**Jackson County Human Resources Department**

401 Grindstaff Cove Road • Sylva, NC 28779

828-631-2212 • 828-631-2266 fax