Tracy Jones, Director
(828) 884-3174
FAX: (828) 884-3263

Department of Social Services
106 East Morgan Street
Brevard, NC 28712

Land of Waterfalls

TRANSYLVANIA
— COUNTY —
NORTH CAROLINA

August 4, 2017

POSITION AVAILABLE

CLASSIFICATION:	**PROCESSING ASSISTANT III** Grade: 6
SALARY RANGE:	$23,894.33 - $35,841.49
UNIT:	Clerical/Social Services
DATE AVAILABLE:	**Immediately**
CLOSING DATE:	**August 18, 2017**

Duties & Responsibilities: This position is responsible for providing clerical support to the agency. Duties may include front desk reception, switchboard, data entry in a variety of programs, filing, correspondences, report retrieval and distribution, backup coverage for other clerical positions, and other support as needed to the agency.

Knowledge, Skills, and Abilities: Considerable knowledge of general office practices and procedures, including extensive personal computer and data entry experience; ability to deal with the public professionally and effectively; possess excellent grammar skills; possess excellent telephone skills; be well organized in work; be extremely self-motivated; prefer experience with Word, Excel and ACCESS databases. Bilingual in English and Spanish a plus. *Pre-employment drug testing required.*

Minimum Education and Experience: Associate's degree in secretarial, administrative, or like curriculum; or graduation from high school or equivalency and at least one year of clerical experience with emphasis in personal computer/data entry, and public contact.

APPLICATION PROCESS: Register with NCWORKS.gov and submit a state application (PD107) along with transcripts to NCWorks Career Center Blue Ridge Community College Transylvania Campus, 45 Oak Park Drive, Brevard, NC 28712 by close of business on date of closing or to Transylvania County Department of Social Services, Attention: Cindy Anders, 106 East Morgan Street, Suite 101, Brevard, NC 28712.

Applications will be screened for minimum requirements and experience. Qualified individuals will be given a computer and written test. Selection for interview will be based on experience and test results.

"An Equal Opportunity Employer"