

**COUNTY OF STANLY**  
HUMAN RESOURCE OFFICE  
1000 NORTH FIRST STREET, SUITE 10A  
ALBEMARLE, NORTH CAROLINA  
28001

**JOB ANNOUNCEMENT**

**POSITION:** Administrative Support Specialist II

**LOCATION:** Tax Office  
201 South Second Street  
Albemarle, NC 28001

**SALARY:** \$26,712

**HOURS:** 37.5 hours per week

**JOB SPECIFICATIONS:** Performs a variety of advanced administrative duties within the Tax Administration Office. Must be able to work independently and exercise sound judgment to complete special assignments. Requires strong organizational and communication skills. Tact and courtesy are essential. Duties include but are not limited to assisting with billing, listing, answering the phone, and working with the public to answer questions about property valuations and tax bills. Additional duties include collecting fees and providing administrative support as deemed necessary.

**MINIMUM QUALIFICATIONS:** Graduation from a business or community college supplemented by experience in administrative work or general knowledge of tax office procedures and related functions; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:** All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to employment

**RECRUITMENT PERIOD: December 17, 2015 thru, December 31st, 2015**

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**APPLICATION PROCESS:** Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at NC Division of Workforce Solutions, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183