STANLY COUNTY
NORTH CAROLINA
Water. Air. Land. Success.

JOB ANNOUNCEMENT

POSITION: Administrative Office Assistant

LOCATION: County of Stanly
Transportation
1000 North First St, Suite 15
Albemarle, NC 28001

SALARY: $11.73 per hour

HOURS: 25 hours per week

JOB SPECIFICATIONS: Performs clerical, administrative support, and public contact duties. Work includes serving as receptionist relaying information via telephone or two- way radio or scheduling activities. Work also includes collecting and recording receipts, performing data entry and spreadsheet work, and generating records from the computer.

MINIMUM QUALIFICATIONS: Any combination of education and experience equivalent to a high school diploma and some experience in dealing with the general public sufficient to meet the necessary knowledge, skills, and abilities.

SPECIAL REQUIREMENTS: Employee is subject to Pre-Employment Drug Screening

RECRUITMENT PERIOD: **July 19th, 2016 thru August 5th, 2016**

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 the Stanly County Workforce Center, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer

P| 704.986.3605
F| 704.986.3841

www.stanlycountync.gov
Human Resources
1000 N. First Street, Suite 10A, Albemarle, NC 28001