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JOB ANNOUNCEMENT

POSITION: Administrative Support Specialist I

LOCATION: Rocky River Rural Planning Organization
1000 North First St
Albemarle, NC 28001

SALARY: \$10.00 per hour or DOQ

HOURS: 20 hours per week

JOB SPECIFICATIONS: This position performs a variety of clerical, secretarial, or support duties in an office requiring an understanding of the office goals and some independence and substantive knowledge in the performance of special assignments relating to the office. General knowledge of the Rocky River RPO, transportation planning, community development and related functions are needed. Guides may include a variety of written manuals and instructions, as well as oral instructions. Working knowledge of Microsoft Word, Excel, and Google Cloud. Work performed under the supervision of the RPO director.

MINIMUM QUALIFICATIONS: Graduation from a two-year college including business, government and experience in administrative support work; 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: July 18th, 2016 thru August 1st, 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

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Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001