

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



JOB ANNOUNCEMENT

POSITION: Administrative Support Specialist I

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

SALARY: \$10.00 per hour

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: August 25th, 2014 thru, September 8th, 2014

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 Employment Security Commission, 2215 US Hwy 52 North, Albemarle, NC 28001. (704) 982-2183