



JOB ANNOUNCEMENT

POSITION: Temporary Full-time Clerical Assistant 37.50 hours per week until June 30, 2017.

LOCATION: Stanly County
Tax Office
201 South 2nd Street
Albemarle, NC 28001

SALARY: \$10.00 per hour

HOURS: 8:30 am – 5:00 pm, Monday through Friday

SPECIFICATION: The Stanly County Tax Administration Department is searching for a Full-time Temporary Clerical assistant. 37.50 hours per week until June 30th 2017 and the salary range is \$10.00/hr. This position will be responsible for answering phone calls and making appointments stemming from the 2017 revaluation. They will need to effectively deal with concerned citizens in a professional manner over the phone and in person. They will be also responsible for keeping the appraisal staff informed as to who is in our offices for appointments or changes in the hearing schedule. At any time the employee may be asked to assist with other duties as requested by the tax administrator. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

DESIRABLE EDUCATION AND EXPERIENCE: Any combination of education and experience equivalent to a high school diploma, and experience in dealing with the general public and computer processes.

RECRUITMENT PERIOD: November 22, 2016 through 5:00 pm December 9, 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 NC Works Career Center, 944 North First Street, Albemarle, NC 28001. (704) 982-2183 All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment

Stanly County is an Equal Opportunity Employer

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www.stanlycountync.gov

Human Resources

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