



JOB ANNOUNCEMENT

POSITION: Administrative Support Specialist I

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

SALARY: \$26,961

HOURS: 37.50 hours per week

JOB SPECIFICATIONS: Duties include performing a variety of public contact, secretarial, clerical, and administrative and technical support duties for a department. Work generally requires that employees perform certain day-to-day activities -such as information processing and referral, data input and retrieval, word processing, and public contact functions. Work requires a broad knowledge of office operations, procedures and technology.

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.

RECRUITMENT PERIOD: **January 2, 2019 thru 4:30 January 16, 2019**

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 Works Career Center, 944 North 1st Street Albemarle, NC (704)982-2183. Applications are available on the Stanly County website and the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. 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