



## JOB ANNOUNCEMENT

**POSITION:** Administrative Support Specialist II  
Agri-Civic Center

**LOCATION:** County of Stanly  
Agri-Civic Center  
26032 Newt Road  
Albemarle, NC 28001

**SALARY:** \$31,921 or DOQ

**HOURS:** 37.5 hours per week, shifts vary by week depending on event schedule

Administrative Support Specialist II performs a wide variety of secretarial, clerical and administrative support duties. Work requires a broad knowledge of office operations as well as proficiency in customer service. Sound judgement is required in performing tasks. Must be able to work independently. Assists Director in presenting information about facility and event services to potential clients and regularly communicates with clients to ensure contractual obligations are fulfilled. Assists with event setup and some operation of audio visual and sound equipment.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience equivalent to high school diploma and some government sector experience in dealing with the general public sufficient to meet the necessary knowledge, skills, and abilities.

**RECRUITMENT PERIOD:** September 17, 2021 until October 1, 2021

**APPLICATION PROCESS:** All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183.

Stanly County is an Equal Opportunity Employer

***PLEASE POST WHERE EMPLOYEES CAN BE ADVISED OF JOB VACANCY***

P| 704.986.3605

F| 704.986.3841

[www.stanlycountync.gov](http://www.stanlycountync.gov)

Human Resources

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