

## POSITION AVAILABLE

### Executive Assistant/Clerk to the Board

The Alleghany County Manager's Office is currently accepting applications for an Executive Assistant/Clerk to the Board. This position performs statutory responsibilities as well as a wide variety of responsible administrative functions in assisting the Board and the County Manager. Work involves creating and maintaining permanent records of Board actions, historical and current. Prepares agendas for Board meetings, gathers information for agenda packets, notifies Commissioners, County staff and news media with notices of all pertinent information as needed; records, writes, publishes and indexes the official minutes and records for all Board meetings. In addition, the employee serves as the Executive Assistant to the County Manager providing administrative support; creating and maintaining files, processing invoices, tracking expenditures, preparing correspondences and documents, maintaining calendars for equipment and facilities usage, preparing and advertising bids for annual contracts, preparing and administering dept budgets, assists with preparation of the Manager's recommended budget including researching data; establishing and updating spreadsheets, setting meeting schedules, assisting in review, and publication of final documents. Work requires a high level of discretion and application of modern administrative work in an office environment; accuracy of written and verbal communication skills; and often use and handling of confidential information. Employee attends all Board meetings and hearings including required evening sessions. The employee is appointed in the Clerk role by the Board of County Commissioners. A complete job description is available upon request.

**Education & Experience:** Graduation from a community college with an Associate degree in office management, business, public relations or related field and experience with office management and/or community relations to include public contact a plus; or an equivalent combination of education and experience. Successful candidates will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Starting salary is \$33,636. Following a 6-month probationary period, salary will be \$35,318. Full time benefits include county provided health and life insurance, holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Applications will be accepted until 5pm on Monday, July 9, 2018. Applications are available through NCWorks online and the Alleghany County Human Resources Office located in the Administration Building, LL70, 348 South Main Street, Sparta, North Carolina 28675, or online at [www.alleghanycounty-nc.gov](http://www.alleghanycounty-nc.gov). Alleghany County is an EOE.