

POSTITION 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.

The employee serves as the Executive Assistant to the County Manager while 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, assisting in preparing annual budgets, establishing and updating spreadsheets, setting meeting schedules, assisting in review and publication of draft and final documents as needed. Work requires an elevated level of discretion and application of modern administrative work in an office environment; complete accuracy of written and verbal communication skills; and often communicates and handles all forms of confidential information.

Additionally, the employee's duties include the appointment as the Clerk of the Board of County Commissioners and attends all Board meetings and hearings including any/all required evening sessions. The position performs statutory responsibilities as required, and a wide variety of responsible administrative functions involving the Governing Board and the County Manager. Work also involves creating and maintaining permanent records of Board actions in a timely fashion and maintaining historical and current documents. Preparation of agendas for Board meetings, gathering of information for agenda packets, notifying of 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.

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 will be dependent on experience, skills, and qualifications with permanent status after a successful 6-month probationary period with Alleghany County. Full time benefits include county provided health, basic vision, and life insurance; holiday, sick and vacation pay plus retirement participation in the NC Local Government Retirement System.

Position is open until filled. Applications are available at the Alleghany County Finance/Human Resources Office located in the Administration Building, LL60 and LL70, 348 South Main Street, Sparta, North Carolina 28675, or online at www.alleghanycounty-nc.gov. Alleghany County is an EOE.