

POSITION AVAILABLE
Transfer Facility Administrative Assistant

An employee in this class performs a variety of administrative, clerical, customer service, financial, and operational support duties for the Transfer Facility, Maintenance Department, and EMS Department. Work includes serving as the primary point of contact for residents, businesses, contractors, and vendors utilizing the Transfer Facility. The employee is stationed in the Transfer Facility weigh station office and provides information regarding facility operations, disposal procedures, accepted materials, fees, recycling programs, and other County services. Work is performed under the supervision of the Chief Operations Officer and Transfer Facility Supervisor and is reviewed as needed through reports and feedback from the community.

High school diploma or GED and experience in administrative support, customer service, bookkeeping, office administration, local government operations, or a related field; or an equivalent combination of education and experience. Associate degree preferred. Successful candidate will be subject to pre-employment drug testing, criminal background check and DMV driving record check.

Starting salary is \$34,907 with permanent status after a successful six-month probation period. Full-time benefits include county-provided health, basic vision, life insurance and long-term disability; holiday, sick, and vacation pay; and retirement participation in the NC Local Government Retirement System.

Applications are available at the Human Resources Office, 348 South Main Street, RM160; Finance Office, 348 South Main Street, LL60 or LL70, Sparta; and online at www.alleghanycounty-nc.gov. Applications should be returned to Tiffany Boyer, Human Resource Officer, at PO Box 366, Sparta, NC. This position is open until filled. Alleghany County is an Equal Opportunity Employer.