



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: October 4, 2019

YANCEY COUNTY is seeking a qualified individual for the following position:

TITLE: Administrative Assistant, Yancey County Building Inspections
Full-time Position

DESCRIPTION: Under the supervision of the Building Inspection Director, performs a variety of administrative support duties requiring a working knowledge of departmental rules, regulations, procedures and services. Work includes the use of modern office technology including word processing, spreadsheet and other software applications.

QUALIFICATIONS: Graduation from high school supplemented by business courses and some administrative support and/or office technology experience; or an equivalent combination of education and experience.

LOCATION: Primary duty station for the position is the Yancey County Building Inspections located in Burnsville, NC.

SALARY: Pay Rate dependent upon education/experience. Grade 57/59.

TO APPLY: Submit a Yancey County Application to the Yancey County Manager, 110 Town Square, Room 11, Burnsville 28714. Applications are available at the Yancey County Manager's office at 110 Town Square, Room 11, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Friday, October 18, 2019. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Manager is the hiring authority for this position.

Equal Employment Opportunity Employer