



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: September 2, 2022

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

TITLE: Processing Assistant
Full-Time Position

DESCRIPTION: Under the supervision of the Health Director.

- General knowledge of office or work unit procedures, methods and practices.
- General knowledge of and ability to use correct spelling, punctuation and specialized vocabulary; ability to proofread.
- General knowledge of office accounting and record keeping procedures, mathematics and their application in the work environment.
- Ability to learn and apply a variety of guidelines.
- Ability to use a variety of office equipment.
- Ability to work with people with courtesy and tact.
- Ability to record and compile information based on general guidelines.
- Ability to gather and give information and instructions regarding the work process or procedures.
- Ability to balance and reconcile figures.
- May require ability to coordinate work of other support staff, student workers or volunteers.
- Ability to learn to use specialized office equipment.

QUALIFICATIONS: Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

LOCATION: Primary duty station for the position is the Yancey County Health Department located in Burnsville, N.C.

SALARY: Pay Rate dependent upon education/experience.



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, September 16, 2022. 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