

Washington County

Department of Social Services

We have great benefits...

*Free Health Insurance for employees *Dental Insurance *Longevity Pay *401-K *Life Insurance
*Accrued Vacation/Sick Leave *11 Paid Holidays
*Travel Reimbursement and More!!!

Career Opportunity ADMINISTRATIVE ASSISTANT I

SALARY GRADE – 63
SALARY RANGE: \$27,173 - \$40,099

APPLICATION MUST BE TYPED

DESCRIPTION OF WORK: This position performs, coordinates and administers duties in support of the Riverlight Transit - Washington County's coordinated transportation program. The position functions as the primary contact for Riverlight Transit. The position is responsible for scheduling transportation for persons to medical facilities, Senior Citizens Center, education and work-related sites, and other destinations. This position is also responsible for working with the program's five van drivers in scheduling routes and destinations both in and out of the county. The position is also responsible for completing reports related to transportation services and maintaining schedules related to vehicle maintenance and repairs. The position is responsible for providing information to the public about transportation services provided by Riverlight Transit. The position has other assigned duties and responsibilities.

Minimum Training and Experience Requirements: Completion of high school or equivalent and a minimum of four years of progressively responsible secretarial, clerical, administrative or office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial, clerical, administrative or office management experience; or completion of a four year program in a college or university preferable with a major emphasis on coursework in business administration, public administration or other related field; or an equivalent combination of education and experience.

Application Process: Applicants for this position should submit a completed State of North Carolina application (PD-107) and college transcripts to Cathy Ange at the Washington County Center for Human Services located at 209 E. Main Street in Plymouth, NC 27962 or by mail at PO Box 10, Plymouth, NC 27962 by Wednesday, June 7, 2017 at 5:00 pm.

APPLICATION DEADLINE: Wednesday, June 7, 2017, at 5:00 pm

Posting date: May 24, 2017

Drug Screening Test Required

*Washington County Department of Social Services
PO Box 10
Plymouth NC 27962*

Equal Opportunity/Affirmative Action Employer