

Office Assistant to County Manager's Office

Washington County hereby seeks qualified applicants to apply for the position of Office Assistant in the County Manager's Office. Primary duties include reception, customer service, paper and electronic filing, database creation and management, report writing, public meeting presentations, grant writing and administration, and other assigned duties. High school diploma or equivalent and 2 years full-time office/clerical work experience required. Applicants with strong public relations and computer skills, attention to detail while multi-tasking, grant writing and governmental office experience preferred. Salary \$27,981 - \$33,244 DOQ. Send completed Washington County Application for Employment and 2 writing samples to Julie J. Bennett, Clerk to the Board and Assistant to the County Manager P.O. Box 1007, Plymouth NC 27962. Applications accepted until position filled. Initial review anticipated July 14th, 2017. Applications available on-line at: http://www.washconc.org/human_resources-Job_Openings.aspx. Applicants subject to criminal background check. Washington County is an equal opportunity employer.