

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Office Assistant
LOCATION: Craven County Finance
HIRING RANGE: \$9.00 per hour
JOB TYPE: Part-Time/Permanent/Non-Exempt
Flexible Scheduling is Available – Approx. 15-20 hours per week
POSTING DATE: July 10, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: July 18, 2014

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to perform general office duties including filing and check processing for the Finance Department.

ESSENTIAL JOB FUNCTIONS

Filing of vendor invoices, check processing and backup the front desk receptionist. Answers telephone; directs calls or visitors and gives information based on the type of request. Inputs and maintains data and information into computer database or system. Receives and delivers mail. Assists in the preparation of mass mailings. Operates a variety of office equipment such as copy machine, fax machine, computers and common word processing and spreadsheet applications. Places materials and records in alphabetical or numerical order for proper filing into the appropriate record keeping system; maintains files and purges as necessary.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from high school and one year of experience in dealing with the public, operation of the telephone, calculator and personal computer word programs.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Rick Hemphill at 252-636-6603.

Craven County is an Equal Opportunity Affirmative Action Employer.

