

EDGECOMBE COUNTY JOB VACANCY

Edgecombe County is accepting applications for an **Administrative Assistant II** in the Soil and Water Department with advanced clerical skills and the ability to work well w/the general public and fellow employees. Basic administrative support tasks; process applications and record requests from citizens; assist in accounting and budgeting functions including monthly financial reports; order supplies, process invoices and other related duties as needed.

High school diploma or GED and considerable experience working as an administrative or clerical assistant, or equivalent combination of education and experience.

Salary: \$24,328 w/excellent benefits

Closing date: June 9, 2017

Applications available at the Edgecombe County Manager's office, 201 St. Andrew Street, Tarboro, NC, online at www.edgecombecountync.gov or may be requested by calling 252-641-7834. Pre-employment screenings required. AA/EOE