



**JOB ANNOUNCEMENT  
EDGECOMBE COUNTY GOVERNMENT  
Invites applications for the position of:**

**ADMINISTRATIVE ASSISTANT II  
Posted Internal, ESC & County Website**

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**SALARY RANGE:** \$24,328 - \$39,941

**OPENING DATE:** April 6, 2016

**CLOSING DATE:** April 12, 2016

**DEFINITION:** This position is responsible intermediate administrative support work providing administrative support to the Planning & Inspections Department. .

**REPORTS TO:** Director of Planning, Inspections & E-911 Addressing Department

**JOB REQUIREMENTS:**

- Performs specific administrative functions relating to the Planning & Inspections Department.
- Processes and issues permit applications and records request for the public and county personnel.
- Complete financial transactions relating to permits for the public and county personnel.
- Reviews grant applications and budget requests on a department or division basis for appropriateness, completeness and compliance with local, state and federal guidelines.
- Writes, edits, coordinates and prepares reports, or other printed material according to well established standards or readily available resources.
- Prepares monthly inspections reports.
- Maintains office files relating to permits and invoices.
- Provides customer service to citizens, contractors and the general public

**HOURS:** M-F (8:00 a.m. - 5:00 p.m.)

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Thorough knowledge of office management techniques and equipment
- Thorough knowledge of business English, spelling and arithmetic
- Comprehensive skill in organizing work flow and coordinating activities
- Skill in operating personal computer equipment and related office and accounting software.
- Ability to analyze and interpret policy and procedural guidelines.
- Ability to type at a reasonable rate of speed.
- Skill at preparing effective correspondences on routine matters and to perform routine office management details without referral to supervisor.
- Skill in performing mathematical calculations (rates, ratios and percentages).
- Ability to compute.
- Skill in establishing cooperative and productive working relationships with both team members and the general public.
- Skill in oral and written communication.

## **EDUCATION AND EXPERIENCE**

- High school diploma or GED and considerable experience working as an administrative or clerical assistant, or equivalent combination of education and experience. Associates/Technical degree preferred.

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at [www.edgecombecountync.gov/](http://www.edgecombecountync.gov/) or applications available at the County Manager's Office, 201 St. Andrews Street, Room 405 Tarboro, NC 27886. Send application to: Edgecombe County Manager, Attention: Clancie Pullen, Human Resources Director, P. O. Box 10, Tarboro, NC 27886.

Edgecombe County Government is an Equal Opportunity/Affirmative Action Entity and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background