

Administrative Assistant in the Water Department to perform basic administrative support tasks including answering phones, screening and forwarding calls or mail, addressing inquiries, processing invoices, scheduling appointments and meetings, typing and taking dictation, gathering information and entering information, preparing reports, creating and maintaining electronic and paper files and ordering and maintaining supplies and other related duties as needed. HS or GED and considerable experience working as an administrative or clerical assistant, or equivalent combination of education and experience.

Salary: \$21,951

Closing date: July 6, 2011

Applications available online at www.edgecombecountync.gov or at the Edgecombe County Manager's Office, 201 St. Andrew Street, Tarboro, NC 27886. **PRE-EMPLOYMENT DRUG SCREENING & CRIMINAL BACKGROUND CHECK REQUIRED. AA/EOE.**