

VACANCY ANNOUNCEMENT
Edgecombe County Health Department
Administrative Assistant I
Posted: Internal, ESC

The Edgecombe County Health Department is seeking a qualified applicant for the position of Administrative Assistant I. The primary purpose of this position is to plan, organize, implement and supervise management support for Edgecombe County HomeCare. Directs the work of 6 employees engaged in billing, medical records, data entry, purchasing of supplies, and preparing reports and financial statements.

Knowledge, Skills and Ability

- General knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing; effective supervisory practices and ability to plan and supervise the work of others.
- Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.
- Skill in organizing work flow and coordinating activities.

Minimum Training and Experience

Completion of high school or equivalent and four years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years progressively responsible secretarial or clerical/administrative, office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administrative, public administration, or other related field; or an equivalent combination of training and experience.

Salary Range: \$24,626 - \$36,557

Closing Date: December 5, 2007

Interested candidates must complete and submit a NC State Application Form (PD107) plus a certified copy of a college transcript if applicable. The PD107 may be obtained from the Employment Security Commission Office. Application materials will be sent to: Edgecombe County Health Department, Attention: Julie Keel, Personnel Asst., 2909 Main Street, Tarboro, NC 27886.

The Edgecombe County Health Department is an Equal Opportunity/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act.