



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: August 20, 2021
RE: Job Posting – One (1) Full-time Administrative Assistant I
Department of Social Services

Duties and Responsibilities: Assist the Services Program Administrator by independently carrying out the program's administrative activities including: serve as a staff assistant gathering, analyzing, editing and reporting information for various administrative programs and projects and recommending necessary courses of action; developing and/or revising work procedures and methods, providing feedback pertaining to migrating business processes and records to digital formats, including necessary forms design and management; supervising the high volume social work services records processing operation. Supervision, training, personnel management and directing of work for the five (5) services continuous quality support staff. Provides support and training in the NC FAST system for social work programs. Frequently serves as a liaison between top level agency management (Director, Program Administrator, etc.), unit staff, Services staff and supervisors, other agencies, and the general public, in the dissemination and interpretation of State, county and agency policies and program information.

Qualifications: Good public relations and office skills; skilled in using Word, Excel, Access, Laserfiche and utilizing the computer; considerable grammar, spelling, and punctuation skills and the ability to write and communicate effectively. Must be able to use analytical skills to create and process multiple statistical reports, recognize trends, and submit timely data to requesting authority. 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 of 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 administration, public administration, or other related field; or an equivalent combination of training and experience. Training and experience in computerized data entry, statistical compilation and reporting, customer service, interpersonal communications, business letter-writing and business offices practices is highly desired. Education and/or experience in human services are preferred.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD by mail 112 First Avenue West, Hendersonville, NC 28792, by email (hrd@hendersoncountync.gov), or by fax (828) 698-6184. Please see our website, www.hendersoncountync.gov/hr and refer to the Additional Applicant Information section for more detailed instructions.

The deadline for application is: **5:00 pm on September 3, 2021**

Starting range: \$16.22 - \$27.58 per hour

Hiring salary will be determined based on qualifications and internal equity.

Pay Grade: 67A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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