**Position**: Administrative Assistant II

**Department**: Department of Social Services

**Salary Range**: $35,677.11 - $50,410.82

**Opening Date:** October 12, 2021

**Closing Date:** October 19, 2021

**Responsibilities:**

An employee in this class must function independently, providing support to the Assistant Director and the management team. This position is required to know the entire agency and its basic functions and is an essential component in the hub of information for different units within the agency and helps manage the flow of information between the various units of the agency. This position must maintain an effective, credible working relationship with agency personnel, County Government staff, county HR Department, State agencies, and the general public. The employee must be able to plan ahead but also be flexible enough to accept interruption. This position supervises the agency clerical staff, including interviewing and selecting, training, guidance, direction, and assignment of tasks. Sound judgment is required in performing the tasks. Work involves highly confidential and sensitive information regarding employees and clients.

 **Qualifications:**

* Bachelor’s Degree from an appropriately accredited institution preferably with significant emphasis on coursework in business administration, public administration, or other related fields; or
* Associate’s Degree in secretarial science or business administration and two years of progressively responsible secretarial or clerical/administrative, office management experience; or
* Graduation from high school or GED and four years of progressively responsible secretarial or clerical/administrative/office management experience; or
* An equivalent combination of training and experience.

**Who We Are:**

Located in the Foothills region of North Carolina, Alexander County is primarily rural in nature. Bordered by the Brushy Mountains to the north and the Catawba River to the south, residents can enjoy a quiet, more isolated area in the country or a more urban setting with lakeside living. The county is rich with history and demographically distinguished by a small town and several rural communities. Alexander County is governed by a five-member Board of Commissioners who are elected at-large, serving four-year terms, with a general operating budget of $43 million and approximately 700 employees. The County offers a wide range of training opportunities, a supportive work culture, and an excellent benefits package.