



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** **March 5, 2018**  
**RE:** **JOB POSTING – Auxiliary Office Assistant III**  
*Parks & Recreation Department*  
*(Less than 1000 hours in a 12- month period – not benefit-eligible)*

**Duties and Responsibilities:** This position will perform responsible clerical duties for the Henderson County Parks & Recreation Director, Program Supervisors and Administrative Assistant with day to day office operations, including receiving telephone and in person callers and assisting the general public. Performs assigned administrative tasks in the absence of the Administrative Assistant. Work is performed under immediate supervision. Reports to the Parks & Recreation Administrative Assistant.

**Qualifications:** General knowledge of office practice and procedures; some knowledge of general accounting practices and procedures; ability to operate office equipment, including computer, required for the position; proficiency with Microsoft Word, Excel and Publisher and related recreation software; ability to maintain accurate records and prepare reports; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with co-workers, the public, news media, other departments and agencies; ability to attend work regularly and work flexible hours including some evening and weekends.

Any combination of education and experience equivalent to high school graduation supplemented by courses in business practices and computer office programs; some clerical experience in an office environment.

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

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, [www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd) (Click on the link next to the job for the correct application). Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: **Open until filled**

Starting rate: \$12.68 per hour  
Grade: 62

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[www.hendersoncountync.org/hrd](http://www.hendersoncountync.org/hrd)  
*Henderson County is an Equal Opportunity Employer*