



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **September 26, 2017**
RE: JOB POSTING – **One (1) Auxiliary Scale Operator**
Henderson County Solid Waste Department
(Less than 1000 hours/calendar year – Not benefit-eligible)

Duties and Responsibilities: This position will perform responsible clerical and accounting work associated with weighing vehicles delivering waste to the County Solid Waste Department; operates desk top computer equipment for processing vehicles outside at the entrance to the Solid Waste Facility or through scales. Collects fees for solid waste from incoming customers; performs related work as required. Requires some Saturday work and rotating shift and/or schedule. Work is performed under regular supervision. Reports to the Solid Waste Manager.

Qualifications: Some knowledge of clerical accounting practices and procedures; ability to operate office equipment required by the position, including a personal computer; proficiency in Microsoft Word & Excel programs; ability to keep accurate records and prepare reports; ability to communicate effectively orally; ability to attend work regularly; excellent interpersonal skills.

Any combination of education and experience equivalent to graduation from high school and some clerical accounting experience.

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

Applications must be obtained from and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. 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 hourly
Grade: 62B

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
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www.hendersoncountync.org/hrd
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