



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: **July 18, 2017**
RE: Job Posting – One (1) Full Time Office Assistant III
Animal Services Department

Duties and Responsibilities: Performs a variety of daily clerical support activities related to Animal Services Center, animal inventory, animal adoptions, lost pet reports, found pet reports, reclaim of animals. Position is also responsible for duties related to animal husbandry. Performs related work as required. Work is performed under immediate supervision. Reports to the Animal Services Center Director.

Qualifications: General knowledge of modern office management principles, practices, and techniques; general knowledge of County policies, procedures, and regulations; thorough knowledge of processes and procedures associated with the operations of the Animal Services Center and associated state regulations; general knowledge of computers and applicable shelter software, and other required office equipment; general knowledge of the organization and functions of County government; ability to prepare and maintain accurate records and reports; ability to communicate effectively orally and in writing and maintain high degree of confidentiality; ability to attend work regularly.

Any combination of education and experience equivalent to graduation from high school and demonstrated possession of knowledge, skills, and abilities gained through at least one (1) year of office assistant/secretarial experience or an equivalent combination of training and experience. Prior animal husbandry or animal sheltering experience preferred.

Pre-employment drug screen required.

Applications must be obtained 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: **August 1, 2017**

Starting rate: \$12.68
Grade: 62A