



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: February 8, 2017
RE: Job Posting – **Full-time Processing Assistant III**
Department Social Services

Duties and Responsibilities: This position will provide support to the staff of Family & Children's Services unit. Responsible for providing direct, daily support including data entry, management of records, computer data and files, public interface, composition and document preparation, mail and message handling; logistics support, and back-up for other members of the Clerical Services team.

Qualifications: Graduation from high school or GED and one year of clerical experience, preferably in an administrative or processing assistant role. High degree of competence in understanding and using Windows 7 based computer software applications including MS Office Professional (Word, Excel, Access, Outlook and PowerPoint), network and internet software and other applications. Ability to maintain accuracy of work, to prioritize and re-prioritize responsibilities and assignments to meet strict deadlines. Ability to communicate confidently with public on phone and in person; able to work as part of a team to support the function of the team as a unit; able to establish and maintain working relationships; maintain open communications; plan and execute work effectively.

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 (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: **February 22, 2017**

Starting rate: \$12.49/hr

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www.hendersoncountync.org/hrd
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