



# HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST  
HENDERSONVILLE, NC 28792

## Memo

**To:** All Interested Candidates  
**From:** Jan Prichard, Human Resources Director  
**Date:** June 28, 2017  
**RE:** **Job Posting – One (1) Full Time Scale Operator, Solid Waste Department**

Henderson County is accepting applications for a Scale Operator in the Solid Waste Department to work full time days. Require some Saturday work and rotating shift and/or schedule. Some emergency fill-in, vacation and sick leave relief hours required. Performs 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. Reports to the Solid Waste Manager.

Requires 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. Requires 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](http://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 filed**

Starting rate: \$12.68 hourly  
Grade: 62B

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