



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Department Heads
From: Jan Prichard, Human Resources Director
Date: February 7, 2012
RE: Job Posting – **One (1) Full Time Office Assistant, County Attorney's Office**

Henderson County is seeking a qualified individual to perform responsible clerical duties serving the County Attorney's Office, including a variety of clerical and legal support activities related to DSS juvenile abuse, neglect, and dependency cases. Performs reception duties for legal staff in Health and Human Services building as well as in the administrative and legal offices of the County Attorney's offices in the Historic Courthouse. Coordinates schedules with attorneys, paralegals and social workers and advises parties; reviews court reports and orders and distributes to parties for review, presents final document to court for judge's signature; scans and profiles legal documents; compiles, composes and prepares correspondence, data, documentation and legal court documents; files, retrieves and distributes legal documents with the Clerk of Court and/or other officials; performs notary public services; performs related work as required. Reports to the Assistant County Attorney.

Requires general knowledge of modern office management principles, practices and techniques; general knowledge of County policies and procedures, and legal processes pertaining to DSS juvenile cases; general knowledge of computers and applicable legal 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. Requires any combination of education and experience equivalent to graduation for high school and at least one (1) year of office assistant/secretarial experience. Prior law office experience preferred. Must be actively commissioned or obtain commission within one (1) year of employment as North Carolina Notary Public. Pre-employment drug test and criminal background screening 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. Applications may also be obtained at and submitted to the Employment Security Commission, 26 Francis Rd, Hendersonville, NC 28792. The deadline for submitting applications is February 24, 2012. EOE M/F/D/V

Starting Rate: \$11.55 per hour
Grade: 62A

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184 ♦ TDD: (828) 697-4580
Job Line: (828) 697-4575
www.hendersoncountync.org/hrd
Henderson County is an Equal Opportunity Employer