July 14, 2020

POSITION ANNOUNCEMENT

Office Assistant IV – Environmental Health

Description: The Henderson County Department of Public Health is accepting applications for one full-time Office Assistant IV position. This position coordinates environmental health on-site installation inspections; researches septic and well permits using the GIS, and Permit & Inspection software; completes reports; types letters and correspondence for unit; reception duties; answers main switchboard for the Environmental and Administration unit; coordinates vehicle use and maintenance; package delivery coordinator; accounts receivable; files; and all other duties as assigned by supervisor and/or Environmental Health Supervisor. Additional duties may also be assigned in response to public health emergencies.

The employee in this position must be able to attend work regularly; learn and independently apply laws and departmental rules and regulations; and independently work with people with courtesy and tact in performing public contact duties. This position is supervised by the Administrative Officer of the agency. The typical work schedule is Monday through Friday from 8:00 A.M. – 4:30 P.M. with possible extended hours (including weekends) for public health response duties.

Requirements: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Pre-employment drug screen, credit and criminal background checks are required of finalist applicant.

Applications and transcripts will be accepted through Tuesday, July 28, 2020.

To Apply: Submit a completed Henderson County application form to Katie Fuller via email at: healthhr@hendersoncountync.org, via fax at 828-697-4709, or via mail to:

Henderson County Department of Public Health
1200 Spartanburg Hwy, Suite 100
Hendersonville, NC 28792-5840

Applications are available at the Henderson County Department of Public Health, including our website: https://www.hendersoncountync.gov/health/page/employment or from the Henderson County NCWorks Career Center at 180 West Campus Drive, Flat Rock, NC 28731.

Salary Grade: 64A
Minimum Starting Wage: $14.34/hr (wage commensurate with relevant experience)