



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: July 11, 2022
RE: **JOB POSTING – Auxiliary Office Assistant III**
Parks & Recreation Department
(Less than 1000 hours in a 12- month period – not benefit-eligible)

Duties and Responsibilities: This position performs responsible clerical duties for the Henderson County Parks & Recreation Director, Program Supervisors and Administrative Assistant with day-to-day office operations, including receiving telephone and in person callers and assisting the general public. Performs assigned administrative tasks in the absence of the Administrative Assistant; performs related work as required. Work is performed under immediate supervision. Reports to the Parks & Recreation Administrative Assistant.

Qualifications: General knowledge of office practice and procedures; some knowledge of general accounting practices and procedures; ability to operate office equipment, including computer, required for the position; proficiency with Microsoft Word, Excel and Publisher and related recreation software and database work; general knowledge of sports to assist with rental coordination of athletics; ability to maintain accurate records and prepare reports; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with co-workers, the public, news media, other departments and agencies; ability to attend work regularly and work flexible hours including some evening and weekends.

Any combination of education and experience equivalent to high school graduation supplemented by courses in business practices and computer office programs, some clerical experience in an office environment.

Ability to speak, read, and write Spanish proficiently preferred.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD by mail 112 First Avenue West, Hendersonville, NC 28792, by email (hrd@hendersoncountync.gov), or by fax (828) 698-6184. Please see our website, www.hendersoncountync.gov/hr and refer to the Additional Applicant Information section for more detailed instructions.

The deadline for application is: **Open until filled**

Starting rate: \$15.25 per hour
Grade: 62

Phone: (828) 697-4669 ♦ Fax: (828) 698-6184
hrd@hendersoncountync.gov
www.hendersoncountync.gov/hr
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