Avery County Department of Social Services
Newland, North Carolina
Employment Opportunity

Position Title: Administrative Support Specialist / Reception Services Manager

Salary Range: $32,885 - $47,238

Posting Date: 07/01/2022

Closing Date: 07/15/2022 or until filled

To Apply: Submit a completed PD-107 (state application) to Raquel Jennings, Avery County DSS, 175 Linville St., Newland, NC 28657 or raquel.jennings@averycountync.gov. Unsigned or incomplete applications will not be processed. Resumes will not be accepted in the absence of an application. Applications may be obtained at https://oshr.nc.gov/nc-state-government-paper-application-employment-pd-107 or may be picked up from Avery County DSS.

Description of Job Duties:

This position is in the Administrative Unit. This person will supervise the agency receptionist and provide back up as necessary. Duties include assuring prompt and polite client service, managing payee accounts, purchasing and receiving agency office supplies, and performing data entry duties in support of other units within the agency. Responsible for accuracy and timeliness. Assure compliance with budgetary constraints. Other duties may be assigned when deemed necessary by the supervisor.

Educational/Experience Requirements:

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

Knowledge, Skills and Abilities Required General knowledge of office or work unit procedures, methods and practices. General knowledge of and ability to use correct spelling, punctuation and specialized vocabulary; ability to proofread. General knowledge of office accounting and record keeping procedures, mathematics and their application in the work environment. Ability to learn and apply a variety of guidelines. Ability to use a variety of office equipment. Ability to work with people with courtesy and tact. Ability to screen communications based on predetermined guidelines to independently respond or route inquiries. Ability to record and compile information based on general guidelines. Ability to gather and give information and instructions regarding the work process or procedures. Ability to balance and reconcile figures. May require ability to coordinate work of other support

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