POSITION AVAILABLE

DEPARTMENT: Health

POSITION: Processing Assistant IV

PAY GRADE AND SALARY RANGE: Grade 59; Salary $23,338-35,007

RESPONSIBILITIES:

Employee has a significant concentration in the areas of Records and Reports, Files and Public Contact. Major duties include document completion, verification, problem identification and resolution; financial, and/or other record keeping; public contact including receiving and providing information and problem-solving; files maintenance and management;

REQUIREMENTS:

Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.

EDUCATION AND EXPERIENCE:

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.

Interested persons should complete a State Application (PD107) and submit to Yadkin County Human Resources, PO Box 146, Yadkinville, NC 27055.

Deadline for application is February 7, 2012.