

RECRUITMENT NOTICE

Juvenile Crime Prevention Councils

Administrative Assistant Position

The Juvenile Crime Prevention Councils of Alleghany, Ashe, Wilkes and Yadkin counties are accepting applications for a part-time Administrative Assistant. This position is assigned to Yadkin County, but will have office space in Wilkes and Yadkin counties available to them.

QUALIFICATIONS – EDUCATION AND EXPERIENCE:

- Graduation from high school, two-year college degree, or two years administrative assistant experience or related experience
- Knowledge of office practices and procedures
- Ability to plan, organize and evaluate work
- Required computer skills: Microsoft Office products (Word and Excel), internet, email
- Ability to work with limited supervision, compose correspondence, communicate effectively in person and by telephone, and transcribe material into correct format using proper grammar, punctuation and spelling.

SALARY: The beginning hourly rate is \$19.40 and the position averages 5-10 hours per week with a flexible schedule.

REQUIRED: A valid NC driver's license and travel to all four counties

APPLICATIONS: To apply, please complete the Yadkin County employment application (application link below) and **mail** to:

Brant Wilkins
Chief Court Counselor
500 Courthouse Drive
Suite 1071
Wilkesboro, NC 28697

APPLICATION LINK:

<https://www.yadkincountync.gov/DocumentCenter/View/5651/Application-for-Employment>

APPLICATION DEADLINE: Applications will be accepted through June 30, 2024.

Yadkin County is an EEO employer.