

# **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.