

**POSITION: Administrative Secretary II**  
**DEPARTMENT:** Environmental Health  
**Grade:** 22  
**Starting Salary:** \$31,684.12  
**Posted:** April 22, 2024  
**Closing Date:** Until Filled



### **RESPONSIBILITIES**

The purpose of this position is to carry out administrative and office support for the Environmental Health Section including one Section Administrator, two Program Specialist, nine Environmental Health Specialists and two Environmental Health Technicians working in eight programs. These functions include clerical functions necessary for the EH Specialists, Program Specialists, and Supervisor to adequately perform their duties. These functions include responding to phone inquiries, filing, typing, compiling reports, research, ordering supplies, answering general and complex questions from the public, responding to the needs of clients, and directing them to the proper sources of information.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of office practices, techniques, and technology sufficient to perform at this level of work; ability to practice effective communication techniques, both orally and in writing; ability to establish and maintain effective working relationships with staff and other members of the organization; ability to interpret the policies, procedures, rules, and regulations pertaining to the program.

### **EDUCATION AND EXPERIENCE**

Completion of high school and two years of related experience; or graduation from a two-year secretarial science or business administration program with courses in secretarial techniques and practices and one year of related experience; or graduation from a four-year college or university, preferably with major emphasis on business administration or a related field; or an equivalent combination of training and experience.

### **SPECIAL REQUIREMENTS**

- Valid driver's license

**HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center

23 Macon Avenue

Franklin, N.C.

***Mail to:***

5 West Main Street

Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

**AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**

**All prospective employees are subject to a criminal background check**