



Sarah Tyson  
Human Resources Director

153 Courthouse Rd. Suite 103  
Currituck, NC 27929

252-232-3228 Phone  
252-232-2141 Fax

## RECRUITMENT ANNOUNCEMENT

**POSITION:** Administrative Assistant I (Stormwater)

**GRADE:** 55

**BEGINNING SALARY:** \$33,477.93

**LOCATION OF POSITION:** 2795 Caratoke Highway, Currituck, North Carolina 27929

**MINIMUM EDUCATION AND EXPERIENCE:** High school diploma or equivalent, supplemented by college-level course work in secretarial sciences, and two to three years of experience in secretarial or clerical work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**JOB DESCRIPTION:** Under general supervision, performs a variety of clerical-administrative and secretarial work in support of stormwater management. Administers daily activities involving stormwater districts, drainage complaints, budgets, work contracts, invoices and advisory boards. Prepares a variety of correspondence, reports, invoices and other material. Receives, records and reports various fees for County services. Maintains supply inventories. Processes mail, answers telephones, responds to inquiries, maintains files and performs other routine clerical tasks. Reports to the Soil and Stormwater Technician.

Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL JOB REQUIREMENTS:** Must possess a valid North Carolina driver's license. Employment drug test, driver's history screen and criminal background check required of finalist applicant(s).

**RECRUITMENT PERIOD:** March 23, 2018 until until filled.

**HOW TO APPLY:** Currituck County application required which may be accessed at [www.currituckgovernment.com](http://www.currituckgovernment.com), Currituck County Human Resources Department or North Carolina Department of Commerce, 422 McArthur Street, Elizabeth City, North Carolina.

**WHERE TO APPLY:** Currituck County Human Resources Office  
153 Courthouse Road  
Currituck, North Carolina 27929  
[www.currituckgovernment.com](http://www.currituckgovernment.com)

North Carolina Department of Commerce  
422 McArthur Street  
Elizabeth City, North Carolina 27909  
Job Referral # NC 10841455

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