

POSITION: Administrative Support Assistant I

DEPARTMENT: Soil and Water

Grade: 22

Starting Salary: \$15.5375 per hour

Position: 494003

Posted: March 13, 2025

Closing: Until Filled



General Definition of Work

Incumbent will serve as the Administrative Assistant and Clerk to the Board for the Macon Soil and Water Conservation District. This position is unique in that the office deals with County, State, Federal, and Private Grant funds. Incumbent will work with a board of Supervisors as well as County, State and Federal personnel.

Essential Functions and Responsibilities

- Maintain all records processed at the Macon County Soil and Water Office.
- Open and Close Office as required. Occasional after office hours are required.
- Provide support to District Director, Technician, District Conservationist and District Supervisor.
- Serve as receptionist for Soil and Water office by answering calls, directing calls to proper personnel and assisting walk in customers with information or directing them to correct personnel.
- Maintain an open, friendly, helpful office environment while performing high quality work.
- Computer skills and excellent communication skills. Integrity and confidentiality are necessary. Excellent follow through and attention to detail. Establish and maintain effective working relationships with staff, supervisors, public, and others. o Specific software applications currently requiring proficiency include: Word, Excel, PowerPoint, Email, and Data Entry System.
 - o Work with various computer programs and software. Local, State, Federal
 - o Perform data entry within the programs required for Local, State and Federal Divisions.
 - o Maintain spreadsheets for reporting, tracking and other purposes as required.
 - o Create memos, letters and documents.
- Process forms (bids, applications, leave, travel, requisitions, etc.).
- Provide monthly reports to Local, State and Federal agencies as needed.
- Complete annual report (gather information, organize, type, print and publish)
- Maintain budget for Soil and Water utilizing Macon County software program. o Purchase equipment and supplies for division through bid acquisition and adherence to the Macon County Contract guidelines.
- Maintain computer files/records and office files/records.
- Assist staff, public and others with records, paperwork, equipment and other projects as required.
- Work with the local school district(s) with educational materials (Create educational packets, visit classrooms, present poster/essay theme, speak at school assemblies and other educational areas as needed).
- Facilitate, maintain, and update monthly meetings (Agenda, notes, minutes, vouchers, etc.)
- Maintain inventory of office supplies.
- Availability to travel as needed and ability to attend Continuing Education classes.
- Equipment Operations: Computer systems, software, all office related equipment (copier, fax, telephone systems, calculator, etc.); and classroom audiovisual equipment.
- Perform other duties as assigned

Educational Requirements

Minimum of a high school diploma with related work experience. Experience in office support, office management preferred. Preferred Associate Degree of Applied Science in Administrative Office Technology or related field.

SPECIAL REQUIREMENTS

- Valid driver's license

HOW TO APPLY

Applicants must register online or in person with NC Works. 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 three 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