

POSTING NOTICE **VACANCY**

Position Title: Administrative Assistant

Contract Salary Range: \$13 to \$15 per hour (Part-time; average of 25-30 hrs per week)

Purpose & Objective Of Position: To provide comprehensive office and administrative support services to the North Carolina Board of Environmental Health Specialist Examiners. This occupational licensing board oversees the registration of more than 1100 professionals in N. C. The Board's operations base is the home or office of the successful candidate.

Minimum Experience: High School diploma or equivalent; minimum of 4 to 6 years of experience in office administrative support. Knowledge of environmental health is preferred.

Skills/Knowledge: Well-developed communication, financial management, record keeping, transcription, and personal computer operation skills. Must have extensive knowledge of computer software (e.g. MS Office 2007 Suite, Quick Books Pro, Internet browsers).

Requirements/Expectations: Must have ability to conduct Board communication during standard office hours (i.e. between 8AM-5PM, Monday-Friday). Workweek varies averaging approximately 20 25 – 30 hours per week. Must attend all Board meetings and examinations held throughout the State (e.g. Wilmington, Asheville, Raleigh). This entails weekday and overnight travel (at least 6 nights/year) of at least 12 days/year. Must provide office space and base of operations. Must provide high-speed (DSL or Cable) Internet access.

Contract Duties: Refer to attached "NC Board of Environmental Health Specialist ADMINISTRATIVE ASSISTANT DUTIES"

Submit resume (electronic format preferred) by December 31, 2009 to: Ann C (Len) Gilstrap
Carteret County Health Department
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