

POSTING NOTICE **VACANCY**

Contract Position: Secretarial Services/Administrative Support

Contract Salary Range: \$14,000 to \$17,000 (Part-time; approximately 20 hrs per week)

Purpose & Objective Of Position: To provide comprehensive secretarial and administrative support services to the North Carolina Board of Sanitarian 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 Secretary to the Board.

Minimum Experience: High School diploma or equivalent; minimum of 4 to 6 years of experience in secretarial/management 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. Office 2000, Access, Excel, Internet browsers) and its application.

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 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. (Refer to attached "RS BOARD ADMINISTRATOR DUTIES")

Contract Duties: Refer to attached "RS BOARD ADMINISTRATOR DUTIES"

Submit resume by April 18,2005 to: Ann C (Len) Gilstrap
Carteret County Health Department
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