



*Human Resources
Peggy Wallace
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COUNTY OF AVERY
Human Resources

Positions Available

Telecommunicator: Part-time positions, will be responsible for public safety communications and administrative support work for Avery County law enforcement, fire, and rescue functions. On the job training available, must be able to obtain certification as EMD, DCI and CPR certification within six months of hire. 8- 12 hour shifts, will work nights, weekends and holidays and be available to work on short notice. Open until filled.

Administrative Support Specialist: Senior Center, 20 hours/week. Benefits will include sick, annual leave and local governmental retirement plan. High school diploma supplemented by business courses and secretarial or clerical experience. Must be able to communicate effectively in oral and written form, good knowledge of business English, mathematics, modern office procedures and related office information technology equipment, software and peripherals. Deadline January 31, 2014.

Application located at www.averycountync.gov . Mail to: Human Resources Director, County of Avery, P.O. Box 640 Newland, NC 28657.

1/21/14