



Human Resources  
Peggy Wallace  
P. O. Box 640  
Newland, NC 28657  
(828) 733-6687  
(828) 733-8209 Fax

**COUNTY OF AVERY**  
*Human Resources*

---

**Positions Available**

**Processing Assistant III/Receptionist:** Department of Social Services, Duties to include greeting clients and directing clients to appropriate person, answering phone, data entry, preparing and distributing mail, filing, processing reports and performing other general clerical duties. M – F, 8 – 4:30, Salary \$24,060/yr. Submit a NC State application to your local Employment Security Commission Office or to the Avery County Human Resources Office, 175 Linville St., P.O. Box 640 Newland, NC 28657. Deadline to apply 4/30/14.

**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. Application located at [www.averycountync.gov](http://www.averycountync.gov) . Mail to: Human Resources Director, County of Avery, P.O. Box 640 Newland, NC 28657.