

County of Hyde Equal Opportunity Employer

Position: Administrative Assistant
(Part Time, Temporary – November 1, 2009 through June 30, 2010)

Salary Range: \$10/Hour; up to 30 Hours Weekly

Description: This position is responsible for assisting with grants applications; maintaining grant related paperwork, and general office duties in the Hyde County Manager's office.

Knowledge, Skills and Abilities: Outstanding organizational skills. Considerable knowledge and work experience with Microsoft Word, Outlook, and Excel software. Ability to write and speak effectively; clean handwriting; clear oral and written communication; professional first impression. Ability to manage traditional and digital files. Strong use of email and Internet research.

Acceptable Training and Experience: Prefer associate's degree in office systems, paralegal services, or business administration or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Apply by submitting a County application to: County Manager, Hyde County, PO Box 188, 30 Oyster Creek Road, Swan Quarter, NC 27885. Applications may be submitted via email to hydeco@hydecountync.gov. County applications are available at www.hydecountync.gov.

Open until filled.