

RECRUITMENT ANNOUNCEMENT

The **County of Surry** is accepting applications for a temporary part-time **SECRETARY IV** to work in the Surry County Cooperative Extension Office. The selected applicant will be responsible for public contact and will provide critical connectivity with Extension audiences. This position is responsible for telephone and receptionist duties. Answers incoming calls and greets walk-in clientele in a friendly, professional manner. The duties of the position will include answering the phone, data entry, customer service, filing, scanning, general clerical and computer work, and other duties as required. Frequent public contact requiring tact and courtesy is required. Work is performed under the direct supervision of the Cooperative Extension Director. The work schedule will be approximately twenty hours per week.

JOB REQUIREMENTS: The position requires graduation from high school or GED, including or supplemented by courses in typing and business practices, and two years experience in customer service and secretarial/clerical work or an equivalent combination of experience and training. Desired skills include the ability to type accurately at a moderate rate of speed and the ability to deal tactfully and courteously with the public. Good computer and modern office machine skills are desired.

Hiring Rate: \$12.00 - \$15.00 hr (Based on qualifications and experience)

Applications will be taken at NC Works Career Center, 541 W. Pine Street, Mount Airy, NC (336-786- 4169), by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

**SURRY COUNTY IS A DRUG FREE WORKPLACE
SURRY COUNTY IS AN EEO EMPLOYER**

**Posting Date: October 26, 2020
Closing Date: Open until filled**