

# Job Opening

**Date:** 7/8/2024  
**To:** Internal/External Applicants  
**From:** Meredith Troughton, HR  
**Re:** Construction Administrative Assistant

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Qualified applicants are encouraged to apply for the vacant position in the Construction Division. This position is open till filled.

The hiring rate is \$23.24 an hour.

Under general supervision, acts as the clerical/administrative support for the Construction and Engineering Department. This Employee will be heavily involved in contract administration. Work involves maintaining files and data banks, preparing meeting agendas, minutes, and related information for committee and Board review; drafting/typing correspondence and miscellaneous forms, and maintaining meeting schedules. The employee is also responsible for answering telephones and greeting visitors when necessary to fill in for the receptionist. Independent judgment and initiative are required in completing work assignments. Tact, courtesy, and firmness are required in all dealings with contractors, engineering firms, attorneys, state agencies, and the general public. Work also involves performing secretarial duties such as composing and preparing routine correspondence, completing forms, preparing copies, and filing various documents. Reports to the Director of Construction.

## Minimum Training and Experience

Associate's degree with major course work in Office Administration and 1 to 2 years' experience in the legal and clerical field; or any equivalent combination of training and experience that provides the required skills, knowledge, and abilities.

## Additional Requirements

- Must have a valid North Carolina driver's license.
- Possession of or eligibility for a North Carolina Notary's seal or the ability to obtain it within the probationary period.

Interested candidates submit resumes to [mtroughton@msdbc.org](mailto:mtroughton@msdbc.org)

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