

Job Opening

Date: June 5, 2019

To: Internal/External Applicants

From: Angela Lewis, HR

Re: Job Opening for Office Assistant I, System Services Division

Qualified applicants are encouraged to apply for the Office Assistant I position currently open in the System Services Division. Closing date is June 19, 2019.

Starting at \$15.71/hr.

Under general supervision, performs technical duties associated with the operation of computer and data processing equipment, receptionist and communication dispatching work. Work involves performing administrative duties such as preparing routine correspondence, completing forms, preparing copies, and filing documents. Employee is also responsible for answering telephones and greeting visitors, providing information or routing communication according to content. Work involves operating computer and data processing equipment to enter and maintain various information and generate various printouts as necessary, serving as a dispatcher who receives service calls by telephone and dispatches appropriate crews by radio assisting customers with inquiries about services by the District. Tact, courtesy and firmness are required in dealing with customers and prospective customers and talking with the general public obtaining information from callers. Independent judgment and initiative are required in entering and updating various files to insure that accurate information is entered into the system and carrying out general work assignments. Reports to the System Services Administrator.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Possession of a valid North Carolina driver's license.

Interested candidates can apply online at <http://www.msdbc.org/employopps.php> will find more information at our website: www.msdbc.org. Resumes may also be submitted to alewis@msdbc.org

MSDBC is an Equal Opportunity Employer

Best of luck to all applicants.

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