

Job Opening

Date: 05/18/2022

To: Internal/External Applicants

From: Meredith Troughton, HR

Re: Job Opening for Office Assistant I

Qualified applicants are encouraged to apply for Office Assistant I position currently open in the Systems Services Division. This position will close on June 1, 2022.

Starting Pay Rate \$33,818.00, pay will depend on qualifications and experience.

JOB DUTIES:

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 entering daily work orders for crews, preparing routine correspondence, completing forms, preparing copies, and filing documents. The employee is also responsible for answering telephones and greeting visitors, providing information, or routine 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 emergency service calls by telephone and dispatches appropriate crews by radio/telephone assisting customers with inquiries about services by the District. Strong organizational skills and time management skills are required with great attention to detail. Tact, courtesy, and firmness are required in dealing with customers and prospective customers and talking with the general public to obtain information from callers. Independent judgment and initiative are required in entering and updating various files to ensure 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/careers.php> and can find more information at our website: www.msdbc.org. Resumes may also be submitted to mtroughton@msdbc.org

MSDBC is an Equal Opportunity Employer. Best of luck to all applicants.

Internal Distribution: Admin., Warehouse, Fleet, System Services, Treatment Plant, WWTP-Maintenance

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