



MARTIN COUNTY TRANSIT

JOB ORDER FOR THE NC WORKS CAREER CENTER

DATE: 5/9/2019

POSITION: Administrative Assistant I (ONE POSITION)

TYPE OF POSITION: **PART TIME**

RATE OF PAY: **\$10.00 per hour**

DUTIES:

Employee is responsible to perform a variety of office assistant tasks in support of administrative, program, and technical operations. Employee performs a variety of ongoing work functions that includes submitting electronic billing invoices for payment using a computer into a state system, record keeping, reports, filing, public contact, radio dispatching, office equipment operation, composition, and other general office duties.

PHYSICAL REQUIREMENTS:

- Applicant must be in sound physical and mental condition.
- Must have vision in eyes, normal depth perception, and normal peripheral vision and be free of any disease or condition that could impair vision.
- Must have adequate hearing to assure response to radio calls and answering the phone.
- Must not be addicted to the use of alcohol, narcotics or habit-forming drugs.

AGE: Applicants must be at least 21 years of age.

LICENSING:

- Must currently have a valid North Carolina Driver's License

Must have a good driving record with no Driving Under the Influence, reckless driving, and railroad crossing violations, or leaving the scene of an accident.

MINIMUM TRAINING AND EXPERIENCE:

- Graduation from high school; or an equivalent combination of training and experience
- Experience using a computer

MUST PASS A CRIMINAL RECORDS CHECK AND A DRUG/ALCOHOL SCREENING.

Work hours will vary. Applicant must be able to work with the public in a positive manner. Must be able to learn the roads of Martin County and be able to read maps for dispatch duties. Must be able to screen calls and take phone messages. Must be able to obey all traffic laws and safely operate a minivan when going to get local supplies. Applicant must be able to perform simple arithmetic calculations.

HOW TO APPLY:

Anyone interested in applying for this position may mail a typed NC State Application (PD-107) from <https://oshr.nc.gov/documents/nc-state-government-application-employment-pd-107> including a complete job history to:

Martin County Transit
Attention: Frank Halsey Jr.
P.O. Box 809
Williamston, NC 27892

Unsigned applications will not be reviewed. These applications may also be submitted in person at the Administrative Office of Martin County Transit located at 205 East Main Street Williamston, N.C. Individuals interested that are out of the area can submit a completed application via fax at: (252) 789-4489, “Attention: Frank Halsey Jr.”

ALL TYPED SIGNED ORIGINALS MUST BE MAILED.

Appointment for interviews will be made by Martin County Transit.

CLOSING DATE: Open until filled.

Martin County is an Equal Opportunity Employer.