



MARTIN COUNTY Adult and Aging Services Department

201 LEE STREET PO BOX 1023
WILLIAMSTON, NC 27892
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JOB POSTING FOR **PART-TIME ADMINISTRATIVE ASSISTANT**

This position with the Martin County Adult & Aging Services will be responsible for the VRI (Emergency Response System) Program, clerical duties with the In-Home Aide program, be onsite for afterhours of the Health & Wellness program and back-up other positions within the department. Requirements include a high school diploma or GED, excellent oral communications, and a valid driver's license. This position is part-time – 20 hours per week. Minimum starting salary 11.54/hr. Applications will be received until Thursday, September 20, 2018 at the NC Works Career Center, 415 E. Blvd., Williamston NC. Applications will not be received at the Martin County Governmental Center or the Martin County Adult & Aging Services Department. Martin County is an Equal Opportunity Employer.