



**This position is supported with ARRA (Recovery) funding.
This job will be posted on this website for a minimum
of five days. Once filled, it will be removed from the site.**

Position: *Processing Assistant IV*
Vacancy Number: 4827*
Salary: \$9.00 per hour
Work Schedule: Part-time (20 hrs/wk)
Location: Boone, NC
Length of Assignment: August 31, 2011

Description of Work:

Provide clerical support including data entry, answering phones, filing and general office assistance. Must be capable of working at a computer, sitting long periods, lifting up to 25 pounds, following procedures, and using proper written and verbal communication. This position is needed 20 hours per week (generally afternoons).

Skills, Knowledge, Abilities:

General knowledge of office or work unit procedures, methods and practices. Ability to learn and apply a variety of guidelines. Ability to work with people with courtesy and tact. Proficient in MS Word, Excel, Internet Explorer and willing to learn NC's Health Information System (HIS) and local office equipment.

Training and Experience Required:

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

How To Apply:

Submit a State Application for Employment (**PD107**) to the **Contact Person**. *Emailed applications preferred.* (If you are chosen for the position, we will obtain your signature during registration.) Resumes will be accepted for review only. Applicants must complete the (**PD107**) to obtain employment. ***Please indicate the Vacancy Number of the position for which you are applying.** *temporary solutions* is an Equal Opportunity Employer.

Contact Person: *Ann Mott-Smith*
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