



TYRRELL COUNTY GOVERNMENT

P.O. BOX 449
108 SOUTH WATER STREET
COLUMBIA, NC 27925

PHONE: 252.796.1371
FAX: 252.796.1188

Position Title: Administrative Support Specialist for Finance, Emergency Management, Building Inspections, Building & Grounds, Tourism Authority, Veterans Services
Salary Range: \$26,367 - \$39,551
Closing Date: Open until filled, Position available 04/01/2024

Job Description:

Tyrrell County, NC is seeking qualified applicants for the position of Administrative Support Specialist. The successful applicant will perform various administrative, financial, and recordkeeping duties in support of several County functions including building permits, grants administration, emergency management, building and grounds maintenance, the Tourism Authority, and liaison to the Veterans Service office. Work also involves communicating to the public the building permit process, receiving building permit applications, accepting and accounting for applicable fees, issuing approved permits, scheduling inspections, and maintaining records, and preparing reports of activities, upon hiring obtain State Law and Administration certification. Work includes providing administrative and financial recordkeeping for grants, processing maintenance service requests and maintaining records, providing administrative support for emergency management, helps staff the emergency operations center during disasters, upon hiring obtain State and FEMA ICS certifications in emergency protocols and attend meetings as deemed necessary. Work requires a working knowledge of regulations and requirements across a range of governmental functions and is supervised by several supervisors based on the work performed and is evaluated through observation, conferences, quality of the completed work, and feedback from customers. Others duties as needed.

Job Requirements:

Demonstrated experience in job tasks as described above or a combination of education and experience that provides the required knowledge, skills and abilities to perform required tasks. Desired proficiencies include experience in administrative, financial, support work, preferably in the public sector, and fluency in computer skills such as Microsoft Excel and Word.

Hours of Work:

Monday through Friday, 9:00am to 5:00pm with an hour for lunch from 12:00pm-1:00pm. Work week consists of 35 hours.

Application Process:

Applicants for this position should complete the Tyrrell County job application and submit it to: Terry Somers, Finance, Tyrrell County Government, PO Box 449, Columbia NC 27925. The application is located on the County's web site at www.tyrrellcounty.org or may be obtained by contacting the County Finance office at 252.796.1371 or 108 South Water Street, Columbia, NC. Equal Opportunity Employer/ADA/Equal Access.

