

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3115
Facsimile: (252) 257-5971
warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

Public Utilities

POSITION: Administrative Assistant II

DUTIES: Provides administrative support to the department; receives and responds to telephone calls and visitors; opens and closes customer accounts; posts and deposits water payments; assist Customer Service Coordinator with billing and bank drafting customer's accounts; maintains a computer database; explains policies and procedures to customers; handles complaints and service orders; takes appropriate actions to resolve questions or concerns; maintains customer files; types letters, memoranda, and correspondence.

EDUCATION/EXPERIENCE: Graduation from high school and considerable administrative and secretarial experience; or an equivalent combination of education and experience. Must have strong customer service and computer skills.

SALARY: \$25,087-\$38,884 annually

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer

TDD 1-800-735-2962

