

CLAY COUNTY DEPARTMENT OF SOCIAL SERVICES

Debbie Mauney, Director
PO Box 147
Hayesville, NC 28904
Phone Number (828) 389-6301
Fax Number (828) 389-6427

VACANCY

Administrative Officer for the Clay County Health Department. Responsibilities will include Fiscal and Budgetary Administration, Supervision of clerical unit, Computer and Technical administrator, and duties as assigned by the Director. Preferred qualifications are either a four year degree in accounting or business or a two year degree with an equivalent combination of training and experience. Computer experience required. Salary will be based on experience. Submit a State PD 107 application with a copy of college transcripts to Debbie Mauney, Health and Human Services Director, at PO Box 147 Hayesville, NC 28904 or in person at the Clay County DSS. Deadline for applications is Friday February 2, 2018 at 5:00 pm. Clay County is an Equal Opportunity Employer.