

# **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**

**Processing Assistant III for the Clay County Health Department. Responsibilities include receptionist duties and other duties as assigned. Must have excellent computer, interpersonal, and communication skills. Must have clerical experience. A two year degree is preferred. Salary will be based on experience. Submit a State PD 107 application 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 23, 2018 at 5:00 pm. Clay County is an Equal Opportunity Employer.**