

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 IV for the Clay County Health Department. Responsibilities include but not limited to: coding bills for payment, managing accounts payable programs and other duties as assigned by the Health Director. Minimum training required High School diploma and two years of office assistant/secretarial experience. 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 April 13, 2018 at 5:00 pm. Clay County is an Equal Opportunity Employer.