

Town of Boone General Employment Information:

Current Job Openings

When a position becomes vacant, we advertise with the Employment Security Commission, as well as in the local newspapers.

Submitting a Resume

We only accept applications for positions for which we are currently recruiting. All applications must be filed through the Employment Security Commission, located at 207 Winkler's Creek Road Boone, N.C. 28607. The Employment Security Commission's hours of operation are Monday – Friday 8:00a.m. – 5:00p.m. The Human Resources Office will be happy to mail you an application. However, we cannot guarantee that applications that are mailed out will be received in time for applicants to meet the closing dates. If you feel that the mailed application will not be returned in time to meet the closing date, you should go ahead and submit a resume and then turn in the application as soon as possible. Even if your resume has all of the necessary information, you must still complete a Town of Boone application form when applying for an opening.

Length of Application Screening Process:

Once the closing date has arrived, the Employment Security Commission will forward all applications that have been properly completed to the hiring department. The hiring department will normally start calling for interviews within two weeks after the closing date of recruitment. All applications received by the Employment Security Commission by the closing date are assured of consideration. Your application will be considered only for those vacancies you specify by title.

Length of Time Applications are Kept Active:

Your application remains active for six months. If it has been more than six months since you completed an application for a previous job opening, you will be asked to complete another one for the new job that you are applying for. However, if another job is posted during the six months that your application is active, you can simply call the Human Resources Office at (828) 262-4530, to request that your application be pulled for the new opening.

Drug Screening:

All applicants considered for employment will be asked to submit to drug testing prior to being offered employment. Employees already employed by the Town will not be required to submit to drug testing to obtain a transfer or promotion, unless the transfer or promotion is into a Commercial Drivers job or Safety Sensitive job from a non-sensitive position. All positions also require physicals, paid for by the Town. These physicals will only be scheduled after a job offer has been extended. Employment is contingent upon a positive recommendation from our physician.

Identity and Employability:

If employed, you must submit proof of identity and eligibility for legal employment by your third day of work. The Human Resources Department can be contacted for a complete list of

acceptable documents. The most commonly used documents are driver's license, social security card, and birth certificate.

Job Classification and Pay:

Positions with similar duties and responsibilities are assigned the same job classification, salary grade and range. Starting salaries are based on the

selected applicant's relevant training and experience, labor-market considerations, internal salary equity and the availability of funds.

Overtime Compensation Agreement:

For employees subject to the overtime provisions of the Fair Labor Standards Act (FLSA), we generally allow the employee to choose between time off or pay for overtime worked. However, either is subject to supervisory approval and may be affected by budgetary constraints.

Probationary Period:

Most new employees are subject to a probationary period of at least six months. If performance and conduct meet acceptable standards, a regular appointment is given. If not, employment may be terminated any time during the period.

Employee Benefits:

- 10 days vacation per year increasing with service to 24 days.
- Employee Assistance Program
- 12 days paid sick leave per year
- Contributory retirement system (LGERS)
- 8 hours of school leave
- 11 paid holidays per year
- Free medical/ hospitalization/dental insurance
- Free life/accidental death/dismemberment insurance
- Tuition Assistance
- Performance Pay Plan
- Wellness Program
- Pretax Program
- Credit Union
- Option to participate in supplementary retirement plans
- 401(K) town contribution of 5%