

# TOWN OF BOONE

## EMPLOYMENT OPPORTUNITY

The Town of Boone Cultural Resources Department is seeking qualified applicants for the position of *Administrative Support Specialist & Special Events Assistant*. This employee performs complex administrative, office assistance and support tasks; prepares and maintains a wide variety of documents including financial reports and records; receives and screens visitors and telephone calls & directs them to the appropriate person; prepares and maintains files and records; generates reports; handles a variety of confidential, administrative and technical agency assignments; Performs other related tasks as required.

Education and Experience: Any combination and experience equivalent to graduation from high school supplemented by course work in typing or office management and considerable experience in office assistance, event planning and administrative work in a municipal function.

Salary: \$33,124 TOB is an EOE. Employee will serve a six-month probation.

Special Note: **All offers of employment are subject to successful completion of a controlled substance screening, medical examination and extensive background check.**

Applications may be downloaded at [www.townofboone.net](http://www.townofboone.net) and returned to 567 West King St., or PO Drawer 192, Boone, NC 28607.

Deadline: April 26<sup>th</sup>, 2019

---