



JACKSON COUNTY

Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

Employment Opportunity

Please post in a location accessible to all employees

Position: **Fire District Services Coordinator – Sylva Fire Department**

Permanent, Full-Time, Non-Exempt

Department: Fire

Description of Duties & Responsibilities: Position is responsible for providing general support within the District Fire Department to include maintaining department readiness for emergency call response; maintaining facilities and equipment in proper state for readiness; conducting routine fire department clerical, recordkeeping and reporting functions.

Education & Experience Requirements: **Minimum Requirements**

- High school diploma or GED.
- Three (3) years of experience in Fire District Department.
- Good organizational, human relations and technical skills.
- Possess a Valid NC Driver License.

Starting Salary & Benefits Information: \$32,988.08 minimum (Grade 20)

Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>

Application Requirements: Submit a completed Application for Employment to:

Jackson County
Human Resources Department
401 Grindstaff Cove Road, Suite A-218
Sylva, NC 28779

The Application for Employment is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.

Closing Date: **July 30, 2021**

Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required
Jackson County participates in the federal E-Verify program*