

Warren County Human Resources  
602 West Ridgeway Street  
P.O. Box 619  
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257-7132  
Facsimile: (252) 257-5971  
[www.humanresources@co.warren.nc.us](mailto:www.humanresources@co.warren.nc.us)

## EMPLOYMENT OPPORUNTY WARREN COUNTY RECREATION

**POSITION:** Senior Administrative Assistant

**DUTIES:** Provides technical, administrative, and secretarial support for the director; creates informational and marketing materials, brochures, advertisements, and digital presentations; plans and oversees the preparation and maintenance of payroll, correspondence and reports as well as financial and budget related activities; performs related tasks as required. Recording transactions in CivicRec recreation software as well as receipting payments and preparing deposits for bank.

**EDUCATION/EXPERIENCE:** Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration, accounting or related field and considerable experience in accounting or bookkeeping and office operations. Personnel/Human Resources experience preferred.

**SALARY:** \$30,000 - \$40,828 Annually

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at [www.warrencountync.com](http://www.warrencountync.com).

*Warren County is a drug free workplace. Positions designated (\*) as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer**  
**TDD 1-800-735-2962**