



# WATAUGA COUNTY JOB POSTING

Watauga County is accepting applications for the position of **Clerk to the Board/ Administrative Assistant**. Position performs intermediate skilled administrative work providing administrative support to the County Manager, Board of Commissioners and department staff; receiving and processing incoming calls and visitors; preparing and maintaining records and files; typing a variety of documents; preparing reports; and related work as apparent or assigned. Primary duties include; preparing for and attending Board meetings as well as follow-up, such as; preparing meeting minutes, correspondence, execution of contracts, agreements and other documentation as necessary. Position also assists with preparation of and is guardian of official County records such as minutes, ordinances, proclamations and resolutions; and prepares and disseminates notices and announcements as necessary for the bulletin board, website, media, as well as emails. Additional duties may include preparing budget correspondence and booklets, processing travel for Board members, preparing business cards and letterhead, and processing mail. High school diploma or GED and considerable experience in administrative assistance or office management work, or equivalent combination of education and experience is required. County benefit package includes medical, dental and vision insurance; membership with Local Governmental Employees' Retirement System, 5% supplemental retirement contribution; paid holidays; vacation and sick leave. **Hiring range \$64,116 - \$70,400, Depending on Qualifications.** Apply at NC Works Career Center, 130 Poplar Grove Connector, Boone, NC 28607, (828) 278-6460. **Applications may also be obtained at [www.wataugacounty.org](http://www.wataugacounty.org) (Employment Link) and submitted by mail, email [WataugaCounty@ncworks.gov](mailto:WataugaCounty@ncworks.gov), or fax (828) 278-6468.** An active NCWorks account is required, please visit [ncworks.gov](http://ncworks.gov) to create an account or to retrieve username. **Application deadline is Thursday, January 15, 2026.** Watauga County is an EEOE.