

Zoning Officer/Administrative Assistant to Town Finance Officer

The Town of Boonville is currently seeking qualified candidates for the position of Zoning Officer/Administrative Assistant. Duties will include approving/issuing all zoning permits, issuing other permits as needed (e.g., yard sales, food trucks, etc.), participating in all zoning-related meetings, taking payments, answering phone calls, and greeting all who visit Town Hall. Candidates must be willing and able to travel to attend courses needed for this position. Applicant must be a high school graduate or have a GED and have a valid N.C. Driver's License. Salary will depend upon qualifications. All applicants will be subjected to a background and credit check. The selected applicant will be required to pass a drug test. Applications may be picked up at the Town Hall, 110 N. Carolina Ave., Boonville, NC, or can be found on our website at www.boonvillenc.com. Completed applications can be mailed to Mrs. Kim Wells, Boonville Town Clerk, P.O. Box 326, Boonville, NC 27011, or may be dropped off at Boonville Town Hall. The position will remain open until filled. The Town of Boonville is an EOE employer.