

Edgecombe County Human Services Agency
Edgecombe County Department
Of Social Services

165-04-322

Office Assistant IV
Fully Qualified: Salary: \$23,170.00

This position is located in the Adult Services Unit. The primary purpose of this position is to provide clerical support to the Adult Services Unit. Position provides initial public contact for telephone inquiries, clients and general public in a high volume climate. Duties include: compiling and composing minutes of HCCBG budget and planning meetings, generate and compile statistical reports, data reports and logs; keying various forms into the state automated system, composing staff meeting minutes, using the computer, mail distribution, and filing, faxing and responding to telephone inquiries. Overtime work is compensated with compensatory time off. This position performs other duties as assigned. A valid NC driver's license and access to a passenger vehicle is required. The position is located in the **TARBORO OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities: General knowledge of office practices and procedures. Ability to compile information based on general instructions. Ability to learn and apply specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents. Ability to gather and give basic information and instructions regarding departmental programs based on inquiries. Ability to plan, organize and work independently. Possess a working knowledge of personal computers and MS Office. Skill in the use of the computer. Ability to multi-task and work effectively under pressure and deadlines with clients and the general public in a high volume environment. Ability to type 35 wpm.

Education, Training and Experience: High school graduation and two years of clerical experience. A high school equivalency certificate or one year of clerical experience may be substituted for high school graduation. Computer Proficiency Test is required.

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants encouraged to apply.

Application Period: 11/29/2016-Until Filled

Application Deadline: Open Until Filled

Application Process: Applications are available online at www.edgecombcountync.gov. Applications can be picked up at the Social Services Office at 301 S. Fairview Rd., Rocky Mount, NC 27801 and returned to Nora Harper, Personnel Assistant. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St., Tarboro, NC. Applicants may also apply through the NC Department of Commerce-Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered. **An official transcript of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.** We support a drug free work environment. A Pre-Employment Drug Screening and Criminal Background Check Is Required:

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AA/EOE