

Edgecombe County Human Services Agency  
Edgecombe County Department  
Of Social Services

Office Assistant IV  
Salary: \$23,170.00

**Posted:** Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, Indeed.com

**Position Description:**

**165-04-319**

This position works within the Child Support program in the Tarboro office. The primary purpose of this position is to provide clerical support to a unit staff of nine. Position provides initial public contact for telephone inquiries, clients and general public in a high volume climate. Duties include: preparing orders of continuance, orders of arrest, court calendar, daily work list, generate and compile statistical reports, data reports and logs; key various forms and information into the ACTS system, compose staff meeting minutes, operate personal computer and other office equipment, including various software to prepare correspondence, memoranda, notes, minutes, reports or other materials, process mail by screening and routing materials according to content of communications, 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 state driver's license is required as well as the ability to travel within the context of the job. Employees operating their personal vehicles for county business shall maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10, section G.). 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 gather and compile materials from a variety of sources, 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 be tactful and courteous. Ability to type 35 wpm.

**Education, Training and Experience:**

High school graduate and two years of clerical experience. A high school equivalency certificate or one year of clerical experience may be substituted for high school graduation.

**Preferences:** Prefer applicants with strong computer skills and working knowledge of MS Office. Bilingual applicants encouraged to apply.

**Application Period: 08/23/2018-Until Filled**  
**Application Deadline: Open Until Filled**

Application Process: Applications are available online at [www.edgecombecountync.gov](http://www.edgecombecountync.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**