

EDGECOMBE COUNTY DEPARTMENT OF SOCIAL SERVICES
122 EAST ST. JAMES STREET
TARBORO, NORTH CAROLINA 27886

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

Office Assistant III
Fully Qualified: Salary: \$21,016.00
165-04-216

This position provides initial public contact for telephone inquiries, clients and general public in a high volume climate. Duties include: organizing and maintaining the file room, making copies, faxing, generate and compile statistical reports and state reports as needed and logs. Compose staff meeting minutes, operate personal computer and other office equipment, including various software to prepare correspondence, memoranda, notes, minutes, reports or other materials. Operate postage machine to process outgoing mail for the Rocky Mount Office location. Take applications during the low income energy assistance seasonal program to determine eligibility for LIEAP. Provide back-up duties for the front desk receptionists during breaks and lunch and during absences. Overtime work is compensated with compensatory time off. This position performs other duties as assigned and may on occasion rotate between the Tarboro and Rocky Mount office. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business must 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.) This position performs disaster related duties during emergency disasters and shelter openings. Position performs other duties as assigned. The position is located in the **ROCKY MOUNT OFFICE**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

- General knowledge of office practices and procedures, Possess a working knowledge of personal computers and Microsoft Office.
- 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. Ability to use a variety of office equipment. Ability to multi-task and work effectively under pressure and deadlines with clients and the general public in a high volume environment. Ability to work with people with courtesy and tact in performing public contact duties. Ability to screen communications based on predetermined guidelines. General knowledge of and ability to use correct spelling, punctuation and specialized vocabulary, ability to proofread. Possess a working knowledge of personal computers and Microsoft Office.

Minimum Training and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one (1) year of office assistant/secretarial 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/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants encouraged to apply.

Application Period: 10/12/2017-Until Filled

Application Deadline: Open Until Filled

Application Process: Applications are available online at www.edgecombecountync.gov. Applications should be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications can be picked up at the Social Services Office at 301 S. Fairview Rd., Rocky Mount, NC 27801 or downloaded from the County's website. 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.**

AA/EOE