

Edgecombe County
Human Services Agency
Department of Social Services
122 E. St. James Street - Tarboro, NC 27886
Administrative Support Specialist
Fully Qualified Salary: \$25,545.00
165-16-051

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

This position is located in the DSS Director's Unit. The position functions in an administrative support role to the Director. The position serves as the Director's primary liaison and engages in activities related to successful involvement in agency affairs and decision making. The position plans and sets-up meetings and retreats and receives telephone calls from the general public. Position plans, prepares and disseminates special reports, the DSS newsletter, brochures, pamphlets, news releases and public information. Position coordinates agency needs in the computerization of staff's functions and daily operations. The position assesses computerization needs of staff and recommends potential hardware and software to county IT staff and provides technical assistance to agency staff. This position serves as DSS System Administrator for NCFAST. Overtime work is compensated with compensatory time off. Worker performs other duties as required. A valid NC driver's license and access to a passenger vehicle is required. Position is located on the fourth floor of the **Human Services Building in Tarboro**, however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities: Excellent knowledge and skill in both oral and written communications; the skill and ability to apply complex and diverse communication techniques when interacting with staff, clients and the public are critical to carrying out job responsibilities and to maintain the agency's public image; the ability to work independently using a knowledge of sound decision-making principles is critical as this employee must often act in the absence of immediate supervision; the ability to consult with clients and staff on routine problems, the ability to manage and coordinate a variety of tasks and the ability to effectively respond to the demands of a dynamic work environment are required. The ability to verify/monitor proper functioning of simple computer operations and provide technical assistance to staff by troubleshooting simple technical computer problems is required. Must have the ability to organize own work, set priorities and meet critical deadlines. Position requires excellent knowledge of computers, printers, faxes, scanners, Windows and Microsoft Office and other software programs.

Education, Training and Experience: Graduation from a four year college or university and six months of administrative or office management experience; or completion of a two-year secretarial science or business administration program and three years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or office management experience; or high school graduation and five years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or office management experience or an equivalent combination of education and experience.

Preferences: Prefer applicants with strong computer skills and excellent knowledge of Microsoft Office, Excel, Publisher, Power Point and various other software programs. Bilingual in English and Spanish is a plus.

Application Period: 02/08/2018 through Until Filled

Application Deadline: 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 27886. Applicants may apply through the 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: Bilingual (English/Spanish) applicants encouraged to apply. **AA/EOE**

A pre-employment drug screening and criminal background search is administered to all new hires. **A computer proficiency test is also required.**

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AA/EOE