

**Edgecombe County Health Department
122 East St. James Street
Tarboro, North Carolina 27886**

Processing Assistant III

Job Position Number: 453-04-212

Grade: 5

Posted: ESC, County website, Indeed.com, Internal

Closing date: UNTIL FILLED

Salary Range: \$21,016 to \$34,503.00

The Edgecombe County Health Department (**Rocky Mount Branch**) has a vacancy for a Processing Assistant III with the WIC program (Special Supplemental Nutrition Program for Women, Infants and Children). This position involves the preparation of income eligibility and issuance of food instruments to WIC applicants.

Knowledge, Skills and Ability:

- General knowledge of office procedures, methods, and practices
- General knowledge of office accounting and record keeping procedures, mathematics and the application to the work environment.
- Ability to learn and apply a variety of guidelines.
- Ability to use a variety of office equipment.
- Ability to work with people with courtesy and tact.
- Ability of screen communications based on predetermined guidelines to independently respond or route inquiries.
- Ability to record, compile, file information based on general guidelines.
- Ability to gather and give information and instructions regarding the work process or procedures.
- Ability to accurately figure incomes using calculator.

Minimum Training and Experience:

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience.

Interested candidates must complete and submit an Edgecombe County Application Form. The application may be obtained online at www.edgecombecountync.gov or from the Employment Security Commission. Send completed application to: Edgecombe County Health Department, Attention: Julie Keel, PO Box 100, Tarboro, NC 27886.

The Edgecombe County Health Department is an Equal Opportunity/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Drug, E-Verify & Criminal background screenings required.

01/03/18

