

Edgecombe County Human Services
Agency
Edgecombe County Department
Of Social Services

Office Assistant III - Transportation

165-04-242

SALARY: \$19,910

Posted: Internal, ESC, Edgecombe County Website

POSITION DESCRIPTION:

This position is assigned to work within the Adult Protective Services Unit. Duties include but are not limited to: establishing and maintaining a list of all transportation resources, maintaining a transportation file of several documents, serve as contact person for Division of Medical Assistance (DMA), respond to high volume calls for transportation requests, conduct assessments for transportation, maintain a transportation log, conduct provider site visits, generate, complete and maintain various transportation reports and perform other duties as assigned. A valid NC driver's license and access to a passenger vehicle is required. 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 Tarboro, 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 record, compile, balance and reconcile figures, summarize, and perform basic analysis of narrative and numerical materials. Ability to use judgment in coordinating and monitoring office procedures and workflow. Ability to use courtesy and tact in performing public contact and communication duties that may be sensitive in nature. Ability to schedule and coordinate a variety of appointments, meetings and/or conferences. Ability to handle multiple telephone lines and telephone calls of high volume.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Graduation from high school and one year of clerical experience.
- Computer Proficiency Test is required.

- **Preferences:** Prefer applicants with computer experience and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply.

Application Period: 08/15/2014 through 08/26/2014

Application Deadline: August 26, 2014 at 5:00 p.m.

Application Process: Applications are available online at www.edgecombecountync.gov. Applications are also available at the Edgecombe County Manager's Office at 201 S. Andrew St. Tarboro, NC 27886. Applications can also be picked up at the Social Services Office at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applications are to be returned to Nora Harper, Personnel Assistant at 301 S. Fairview Rd., Rocky Mount, NC 27801. Applicants may also apply through the Division of Employment Security. Electronic copies, Fax copies, incomplete or unsigned applications will not be considered.

We support a drug free work environment. A pre-employment drug screening and criminal background check is required.

AA/EOE