

Edgecombe County
Department of Social Services
122 E. St. James Street
P. O. Box 370
Tarboro, NC 27886

Office Assistant IV
Salary: \$21,951.00

165-04-319

Position Description:

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: 01/16/2013 through 01/25/2013

Application Deadline: January 25, 2013 at 5:00 p.m.

Application Process: Edgecombe County Social Services employees may return a completed NC state application to Nora Harper, Personnel Assistant. All other applicants should apply through the Employment Security Commission. A pre-employment drug screening and criminal background search is administered for all new hires.

We Support a Drug Free Work Environment. A pre-employment drug screening and criminal background check is required.

AA/EOE