

VACANCY ANNOUNCEMENT
Edgecombe County Health Department
Processing Assistant III

Posted: Internal, ESC, County Website

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.

Starting Salary: \$19,910

Interested candidates must complete and submit a NC State Application Form (PD107). The PD107 may be obtained from the Employment Security Commission Office or online. Send application to: Edgecombe County Health Department, Attention: Julie Keel Tharrington, Personnel Assistant, PO Box 100, Tarboro, NC 27886.

Closing Date: November 14, 2012

The Edgecombe County Health Department is an Equal Opportunity/Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug/criminal background check required.