

Edgecombe County
Department of Social Services
3003 North Main Street
Tarboro, NC 27886

Office Assistant III
Salary: \$19,910
165-04-213

This position works within the Work First/Day Care Unit. 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: organizing and maintaining the file room, pulling records, retrieving and printing online verification reports for unit staff, logging records in the file room database, setting up case records, requesting case numbers and client identification numbers, completing face sheets, making copies, faxing, generate and compile statistical reports and state reports as needed, data reports and logs; key green day sheets and other various forms and information as requested, 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 and may on occasion rotate between the Tarboro and Rocky Mount office. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business must 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.) This position performs disaster related duties during emergency disasters and shelter openings. Position performs other duties as assigned. 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, Possess a working knowledge of personal computers and Microsoft Office.
- 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. Ability to use a variety of office equipment. Ability to multi-task and work effectively under pressure and deadlines with clients and the general public in a high volume environment. Ability to work with people with courtesy and tact in performing public contact duties. Ability to screen communications based on predetermined guidelines. General knowledge of and ability to use correct spelling, punctuation and specialized vocabulary, ability to proofread. Possess a working knowledge of personal computers and Microsoft Office.

Minimum Training and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one (1) year of office assistant/secretarial 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 Microsoft Office. Bilingual applicants encouraged to apply.

Application Period: 06/21/2012 through 06/29/2012:
Application Deadline: June 29, 2012 @ 5:00 p.m.

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

AA/EOE