

EDGECOMBE COUNTY
DEPARTMENT OF SOCIAL SERVICES
3003 NORTH MAIN STREET
TARBORO, NORTH CAROLINA 27886

Office Assistant III
SALARY RANGE: \$19,910

Position Number Pending Approval of OSP

POSTED: Internal, ESC, Edgecombe County Website

TWO POSITIONS

This position is one of two new positions 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 required documents, serve as contact person for Division of Medical Assistance (DMS), respond to high volume calls for transportation requests, conduct assessments for transportation, maintain a transportation log, 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

Position must be very flexible to sudden changes over the course of each workday. Requires the ability to listen, understand, and carry out oral and/or written instructions and communicate well with the general public, must possess the ability to clearly, tactfully, and courteously communicate verbally and in person. Must be proficient in various PC programs. Must be able to work effectively in a teamwork setting and maintain a cooperative and effective working relationship with team members, community professionals, and agency leaders. Must have the ability to record, compile, balance and reconcile figures, summarize and perform basic analysis of narrative and numerical materials. Must be able to handle high volume telephone calls.

Minimum Education and Experience

Graduation from high school and one year of clerical experience.

Preferences: Prefer applicants with computer experience and/or knowledge of Windows software particularly Microsoft Excel and Microsoft Word. Bilingual English/Spanish applicants encouraged to apply. Notary Public required.

Application Period: 03/15/2012 through 03/26/2012

Application Deadline: March 26, 2012 @ 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.

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

AA/EOE