

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

Processing Assistant III  
Salary: \$19,910  
165-04-211

This position will be assigned to the File Room in the Rocky Mount Office. Duties include managing files, folders and manual records. Position removes all outdated records and maintains an automated log of all records filed and removed from the file room. Position will receive records to be filed from staff and purge records annually in compliance with record and retention guidelines. Position will be responsible for coordinating the removal of purged records from the agency through a contracted vendor. Position rotates coverage at the front desk during vacation, sick and other scheduled absences. Position implements fresh filing systems as needed and maintains the organization of the file room. Position will operate a personal computer and other office equipment, including various software to prepare correspondence, notes, spreadsheets, reports or other materials necessary to perform the work. May upon request file, fax and respond 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. Ability to categorize and alphabetize accurately. 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