

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (#229-12)
LOCATION: Craven County Health Department
HIRING RANGE: \$24,454 - \$25,628
JOB TYPE: Full-Time/Permanent/Non-Exempt
POSTING DATE: June 25, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: Open Until Filled

PRIMARY PURPOSE OF POSITION

To process all persons who participate in the WIC program. To maintain all WIC files and other record keeping components of the WIC program according to federally mandated guidelines.

ESSENTIAL JOB FUNCTIONS

Preliminary screening of applications to determine WIC eligibility, applying approved WIC policies and procedures. Print and issue WIC food instrument to eligible participants. Make return appointments. Key pertinent information into the computer system. This position will be located in the Cherry Point office.

MINIMUM EDUCATION AND EXPERIENCE

High school graduate and one year of clerical experience. Must have ability to accurately file and retrieve records and other written information. Basic computer knowledge required. Must be able to accurately and legibly complete paperwork. Good telephone skills. Must be able to communicate clearly and effectively with clients, in person and over the telephone. Requires an individual who is capable of multi-tasking in a busy work environment and who can work with minimal direct supervision. Must be able to pleasantly and courteously deal with the public.

ADDITIONAL JOB FUNCTIONS

This position will provide clerical coverage in both the New Bern and the Cherry Point WIC offices. This position is in the WIC/Nutrition Unit.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at www.ncworks.gov prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Deborah Barmann at 252-636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

