

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (Position #320-5)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$24,454-\$25,628
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: July 22, 2014
DATE AVAILABLE: Immediately
CLOSING DATE: July 30, 2014

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is clerical and/or technical support for Administration. Must be knowledgeable in operation of computers and other office machines including typewriter, calculator and copier. Basic knowledge of state computer systems and data entry experience preferred.

ESSENTIAL JOB FUNCTIONS

Working knowledge of data entry procedures through computer systems, creating, maintaining and tracking reports; handling, recording and distributing volumes of mail and correspondence and must be able to understand and prioritize work to adhere to County, State and Federal timeframes.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned by the Supervisor, the Income Maintenance Administrator and the Director including shelter management duties in times of natural disasters. Bilingual (Spanish) a plus.

MINIMUM EDUCATION AND EXPERIENCE

High school graduate/GED and one year of clerical experience required. Typing test with a minimum of 40 wpm is required. Contact the Division of Employment Security at 2836 Neuse Blvd, New Bern or call 252-514-4828 to schedule the typing test.

HOW TO APPLY

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.osp.state.nc.us/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 and typing test results. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

