

CRAVEN COUNTY, NORTH CAROLINA

Employment Vacancy Posting

POSITION: Processing Assistant III (Position #320-6)
LOCATION: Craven County Department of Social Services
HIRING RANGE: \$24,943 - \$26,140
JOB TYPE: Full-time/Permanent/Non-Exempt
POSTING DATE: July 8, 2015
DATE AVAILABLE: Immediately
CLOSING DATE: July 17, 2015

PRIMARY PURPOSE OF POSITION

The primary purpose of this position is clerical and/or technical support for the agency.

ESSENTIAL JOB FUNCTIONS

To track case record locations, handle incoming and outgoing correspondence and mail, maintain statistical and compliance logs. File room, switchboard, receptionist and CPS assistance, mail sorting and distribution, case set-ups and closures, processing all incoming, outgoing and courier mail. Will use a personal computer, scanner, printer, copier, fax and phone in this position. This position is in the Central Clerical Unit.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned by the supervisor, including shelter management duties in times of disaster. Valid NC driver's license is required.

MINIMUM EDUCATION AND EXPERIENCE

High school graduation and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience. Must be able to pass typing test with at least 45 wpm.

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. Typing test required which may be completed at the Division of Employment Security. Resumes will not be accepted unless accompanied by a completed application and typing test. 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.

