

# CRAVEN COUNTY, NORTH CAROLINA

## Employment Vacancy Posting

**POSITION:** Processing Assistant III (Position # 229-10)  
**LOCATION:** Craven County Health Department  
**HIRING RANGE:** \$24,943-\$26,140  
**JOB TYPE:** Full-time/Permanent/Non-Exempt  
**POSTING DATE:** August 5, 2015  
**DATE AVAILABLE:** August 26, 2015  
**CLOSING DATE:** Open Until Filled

### PRIMARY PURPOSE OF POSITION

The primary purpose of this position is to process WIC program participants. This position maintains 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. Check in clients, direct flow of clients through nutrition department. If necessary, verify income, proof of residence and I.D. in the Crossroads computer system. Check referral form or electronic medical record for recent measures and blood work. If information is not adequate for infant assessment/certification/recertification, key requests for any necessary blood work (hemoglobin/lead) into the lab computer system and measure and weigh the participant. Print and issue WIC food instrument to eligible participants. Make return appointments. Key pertinent information into the computer system.

### 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.

### 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.

### HOW TO APPLY

Submit completed NC State Application (PD107) to Deborah Barmann. NC PD107 can be downloaded from <http://www.oshr.nc.gov/jobs/general.htm>. Resumes will not be accepted unless accompanied by a completed application. Craven County Department contact for questions is Deborah Barmann at 636-4960.

Craven County is an Equal Opportunity Affirmative Action Employer.

