

# CRAVEN COUNTY, NORTH CAROLINA

## Employment Vacancy Posting

**POSITION:** Processing Assistant III (Position #320-5)  
**LOCATION:** Craven County Department of Social Services  
**HIRING RANGE:** \$24,943 - \$26,140  
**JOB TYPE:** Full-time/Permanent/Non-Exempt  
**POSTING DATE:** March 4, 2016  
**DATE AVAILABLE:** Immediately  
**CLOSING DATE:** March 14, 2016

### PRIMARY PURPOSE OF POSITION

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

### 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. Prioritize work to adhere to County, State and Federal timeframes. Perform Personnel duties and spreadsheet creations. 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

Staff is required to perform additional tasks with disaster management. Position provides backup assistance to clerical positions, Administrative Assistant, and the Director. Other duties may be assigned by the Supervisor.

### 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 40 wpm. Basic knowledge of state computer systems, Microsoft Word, Excel and PowerPoint. Experience in Personnel preferred.

### 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](http://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.

