

**LEE COUNTY SOCIAL SERVICES
POSITION ANNOUNCEMENT
INSIDE/OUTSIDE (10-4-2019)**

POSTING:
POSITION: IM TECH I
DATE AVAILABLE: Immediately
SALARY/GRADE: GRADE 59
Salary \$28,266 STARTING SALARY
RANGE \$28,266.00-44,943.00

DUTIES/RESPONSIBILITIES: This worker will handle the Crisis Intervention Program (CIP), the North Carolina Gas Company Project Share Funds, Progress Energy and Central Electric Membership Corporation Assistance Programs, General Assistance and Fuel Fund for the Elderly. These programs require the worker to interview clients to determine eligibility, complete necessary documents to generate a payment, and verify information given to determine the crisis. Worker will key in and maintain the crisis program within NC FAST, balance program funding with state system and the county finance office. Worker must be able to interpret and explain the policies to the clients.

MINIMUM EDUCATION/EXPERIENCE: Graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks; or graduation from high school and one year of experience in an income maintenance program; or an equivalent combination of training and experience.

Preference given for experience with interpreting policy, communicating with people of varied social/economic/educational backgrounds, and tasks involving computations with a high degree of accuracy.

CLOSING DATE FOR APPLICATIONS/TRANSFERS: 10-14-2019 at 5:00 p.m. Those applications received after this date and time will not be considered.

Submit a completed State Application PD 107 to the attention of Lee County Department of Social Services Personnel Office, 530 Carthage Street, PO Box 1066, Sanford, NC 27331. **NO RESUMES ACCEPTED UNLESS A COMPLETED STATE APPLICATION FORM IS ATTACHED.**

Pre-employment drug screening required.

EQUAL OPPORTUNITY EMPLOYER