**Department**: Department of Social Services

**Position**: Processing Assistant III

**Salary Range**: $20,724.30 - $29,282.89 Grade: 57

**Starting Salary for Fully Qualified:** $24,033.83

**Posting Dates**: December 13, 2019 – January 1, 2020

**Description of Work**: The primary purpose of this Processing Assistant III position is to provide clerical support to the Child Welfare unit and the Adult Protective Services unit. All duties of this position must be performed with courtesy, respect and efficiency. This position is responsible for data entry of all DSS forms for the Child Welfare and Adult Services staff/area. The forms must be keyed accurately and deadlines must be met. Employee is responsible for working with staff to identify and correct errors on the forms. This position is responsible for completing criminal history checks using AOC. The employee will work with staff to gather all information needed to correctly perform the criminal history check and request information from law enforcement. This position is also responsible for copying child welfare or adult service files that need to be transferred to other counties and/or for court. Employee captures information and keys into the State Information System, County Foster Care Tracking System, and other state and local systems. The employee could accept telephone calls from the main switchboard that pertain to Adult Services and/or Child Welfare matters, and then direct these calls to the appropriate worker. Employee will support the social work program manager with duties, as needed. The dynamics of this position are constantly changing due to the variety of work involved. In addition to the duties above, this position is responsible for gathering information from a variety of computer programs. The employee must be able to multi-task in order to complete job duties, and be able to professionally and hospitably deal with clients, staff, and professionals from external entities. Position serves as backup to the front desk/switchboard as needed. This position reports directly to the Administrative Assistant II

**Education and Experience**:Graduation from high school and demonstrated possession of knowledge’s, skills, and abilities gained through at least one year of office assistant/secretarial experience.

**Application Process**: Application must be submitted before the closing date to Alexander County Human Resources, 621 Liledoun Road, Taylorsville, NC 28681. Applications can be obtained from Human Resources or downloaded from the County’s website. You may also submit your application online by clicking the “Online Application” link. Only qualified applicants will be referred for an interview.