

# VACANCY ANNOUNCEMENT

Date: January 27, 2020

## Greene County Department of Social Services

227 Kingold Blvd; Suite A  
Snow Hill, NC 28580

**CLOSING DATE: February 17, 2020**

### OFFICE ASSISTANT IV

Position #: 179-04-305 Salary Grade: 59

Salary Range: \$25,608- \$34,091

Permanent Full Time: 8 am to 5 pm Monday through Friday

### DESCRIPTION

The primary purpose of this position is to provide support to administrative, program and technical operations. Performance will include a variety of ongoing work functions that includes a diversity of record upkeep, reports and filing activities, office equipment operation, letter composition, some public contact and other general office duties.

### EDUCATION AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

### HOW TO APPLY

#### **AN NC PD-107 OR GREENE COUNTY PD-107 APPLICATION IS REQUIRED.**

You may download the PD-107 application from the NC Office of State Human Resources site or do a browser search for NC PD-107.

**Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed.** Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to [michelle.shackelford@greencountync.gov](mailto:michelle.shackelford@greencountync.gov)

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*