

COUNTY OF WILKES

DIRECTOR

John L. Blevins, MPA

DEPARTMENT OF SOCIAL SERVICES

304 COLLEGE STREET
WILKESBORO, NORTH CAROLINA 28697-2854
(336) 651-7400

ADMINISTRATIVE FAX (336) 903-7613
CHILD SUPPORT FAX (336) 990-0409
ELIGIBILITY FAX (336) 651-7568
SOC. WK. SERVICES FAX (336) 651-7559

PROGRAM ADMINISTRATOR

Kevin L. Brown

RECRUITMENT ANNOUNCEMENT

POSITION: PART-TIME TEMPORARY PROCESSING ASSISTANT III
(293-02-0004)

POSITION WILL WORK A MAXIMUM OF 19 HOURS PER WEEK UP TO 12 MONTHS. LENGTH OF APPOINTMENT MAY BE SHORTENED BASED ON NEEDS OF AGENCY.

WORKING TITLE: PROCESSING ASSISTANT III
CLERICAL UNIT

GRADE/SALARY External Applicants: 57/\$11.87 per hour

Internal Applicants: County policy for promotions/transfers will be applied to internal, permanent status employees and budgeted amount.

EDUCATION & Graduation from high school and one year of clerical experience. General knowledge of reception of client, office practices and procedures; must have the ability to type with accuracy and reasonable speed, must have the ability to perceive sentence and grammatical structure from dictating equipment; must have good spelling and punctuation skills. Ability to use judgment in organizing and establishing format. Ability to schedule appointments and meetings. General knowledge of computer equipment.

DUTIES The primary purpose of the Processing Assistant III is to receive clients into the agency through persons visiting and by telephone and direct them to appropriate unit staff for needed services; directs other agencies and citizens to appropriate staff or other resources in the community to address concerns and questions; to assist the agency in the timely flow of paperwork including typing for various units; data entry functions for income maintenance units, services units and child support enforcement, general assistance to agency to ensure needed supply of state forms needed by staff. This position requires a general overall knowledge of agency programs as well as community and outside agency resources and is essential to the smooth daily operation of

the agency. Person occupying this position must function in a courteous, professional manner at all times.

AVAILABLE

IMMEDIATELY

POSTED

January 22, 2020 at Wilkes County DSS and NC Works Career Center.

CLOSING DATE

January 30, 2020 at 4:30 p.m.

**APPLICATION
PROCESS:**

Submit application to:

**External NC Works Career Center
103 Call Street Extension
Wilkesboro, North Carolina 28697**

**Internal John L. Blevins, Director
Wilkes County Department of Social Services
304 College Street
Wilkesboro, North Carolina 28697**

Wilkes County Department of Social Services is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

Wilkes County Department of Social Services participates in the E-Verify program.

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the application form, PD-107. Applicants will not automatically be given credit based on their position title.

Consideration will be given for applicants who are bi-lingual.