



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

# INCOME MAINTENANCE CASEWORKER III SOCIAL SERVICES

(WORK FIRST/DAY CARE/EMERGENCY ASSISTANCE UNIT)

*This Position is Full Time with Benefits*

### VACANCY NUMBER

20-037

### HIRING RANGE

\$38,101 - \$45,719

### OPENING DATE

March 13, 2020

### CLOSING DATE

March 27, 2020

### TO APPLY

Please submit your application online at

[www.moorecountync.gov](http://www.moorecountync.gov)

### QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

### OR

You may also visit us at  
302 Monroe Street  
Carthage, NC 28327.

#### **ESSENTIAL JOB DUTIES:**

Performs difficult technical work determining eligibility of applicants to receive assistance through social service income maintenance programs; receives applications, trains, and advises caseworkers; ensures compliance with laws, rules, regulations, and policies; maintains records and files, and prepares reports; performs related duties as required. Limited supervision is exercised over caseworkers in unit. Work is performed under the regular supervision of an Income Maintenance Supervisor II or Income Maintenance Administrator.

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Thorough knowledge of the principles and practices of public social service organizations
- Thorough knowledge of all income maintenance programs
- Comprehensive knowledge of the rules and regulations governing income maintenance programs
- Ability to learn the forms and program procedures
- Ability to solve problems within scope of responsibility
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions
- Ability to prepare clear and concise reports
- Ability to work independently and prioritize work
- Ability to instruct and evaluate the work of lower level employees
- Ability to train employees in new and existing rules, regulations, policies, and procedures
- Ability to understand the needs and problems of clients/applicants
- Ability to perform casework functions under and within structured time frames
- Good mathematical reasoning and computational skills
- Ability to establish and maintain effective working relationships with clients, associates, social agencies, and the general public

#### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High school diploma or equivalent from an appropriately accredited institution **and** (2) two years of experience as an Income Maintenance Caseworker

**\*\*\*Applications for Income Maintenance Caseworker I or II "work against" will be considered if no qualified Income Maintenance Caseworker III applicants are available. Starting salary for an Income Maintenance Caseworker I "work against" is \$30,327.**

#### **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess and maintain a valid North Carolina driver's license.

#### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **BENEFITS:**

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

*The County of Moore is a drug-free workplace and Equal Opportunity employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test, and post offer physical.**

**Moore County is an E-Verify Participant**