

COUNTY OF WILKES

DIRECTOR

John L. Blevins, MPA

DEPARTMENT OF SOCIAL SERVICES

PROGRAM ADMINISTRATOR

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RECRUITMENT ANNOUNCEMENT

POSITION: PROCESSING ASSISTANT IV (293-04-1030)
CPS Team I

WORKING TITLE: PROCESSING ASSISTANT

GRADE/SALARY External Applicants: 59/\$25,089 - \$26,343

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

EDUCATION & EXPERIENCE

Graduation from high school and demonstrate 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. General knowledge of reception of client, office practices and procedures; must have the ability to type with accuracy and reasonable speed; must possess efficient PC computer skills; 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 or establishing format.

DUTIES

Primary duties are to provide administrative support to Child Protective Services. This position is responsible for records and reports for MRS Data Warehouse Foster Care Visits Report, DSS 5094 forms and reconciliation, Financial Data Reports, Foster Care Budgets & Spreadsheets, preplacement forms, and backup for Foster Care Payments. Position processes monthly timesheets and daysheets, takes minutes for meetings, and interacts with clients/public via front window reception. Other duties as required.

AVAILABLE Immediately

POSTED April 17, 2020 at Wilkes County DSS and NC Works Career Center.

CLOSING DATE April 27, 2020 at 4:30 p.m.

APPLICATION Submit application and transcript of education completed to:

PROCESS:

External NC Works Career Center
1320 West D. Street, Suite #2
North Wilkesboro, North Carolina 28659

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

JZ
4-14-20

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.