**RECRUITMENT ANNOUNCEMENT**

**POSITION** ADMINISTRATIVE OFFICER II

 293-16-302

**WORKING TITLE** Administrative Officer II

**GRADE/SALARY** External: 70/$41,804

Internal: County policy for promotions/transfers will be applied to

internal, permanent status employees and budgeted amount

**EDUCATION &** Graduation from a four-year college or university and three years

**EXPERIENCE** experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of education and experience.

**DUTIES** The primary function of the position is serving as finance officer of the Department of Social Services with appropriate authority delegated in budget and financial areas. The position is also responsible for budget preparation, financial reporting, interpreting administrative and financial laws, personnel administration, monitoring trust accounts, monitoring expenditures of funds in accordance with fiscal guidelines, and purchasing. This position supervises three employees including: Administrative Assistant II, Processing Assistant V and a Processing Assistant III. Driver’s License Required. Other duties apply.

**AVAILABLE** Immediately

**POSTED**  December 7, 2020 at Wilkes County DSS and NC Works Career Center.

**CLOSING DATE** Open Until Filled

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**

**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.**