

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-3115
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY

WARREN COUNTY

DEPARTMENT OF SOCIAL SERVICES

POSITION: Income Maintenance Caseworker II

DUTIES: Interviews applicants for assistance in order to determine eligibility for Food & Nutrition Services; verifies and documents information obtained during interviews; processes applications; maintains active cases to reflect changes in circumstances; re-determines eligibility as needed; enters client information into the NC FAST database; performs other duties as required.

EDUCATION/EXPERIENCE: Graduation from high school and one year of experience as an Income Maintenance Caseworker; or any combination of education and experience equivalent to graduation from high school and one year of income maintenance experience.

SALARY: \$28,948 - \$46,316 annually

North Carolina State applications (PD-107) will be accepted until **Monday, December 28, 2020** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 W. Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer

TDD 1-800-735-2962



