**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**ADMINISTRATIVE ASSISTANT I**

**DESCRIPTION OF DUTIES:** This position serves as the Program Manager of the Office Support Unit, which is comprised of 23 sub-units.  The Office Support Unit provides administrative and clerical support to the entire agency. This position is responsible for directly supervising 2 Processing Unit Supervisors and 3 Foreign Language Interpreters.  Position directs and develops goals and objectives for the entire unit.  This position works very closely with the agency director, administrators and other program managers. Position is responsible for interviewing perspective employees for the Office Support Unit.  This position has an independent role in organizing flow and changing work procedures to ensure that work flows smoothly and that the results are efficient and productive.  This position reports to the Business Officer I.

**KNOWLEDGE, SKILLS AND ABILITIES:** General Knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing; effective supervisory practices and ability to plan and supervise the work of others; Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.  Skills in organizing work flow and coordinating activities.

**MINIMUM TRAINING AND EXPERIENCE:** Completion of high school or equivalent and four years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a four-year program in a college or university preferable with major emphasis on coursework in business administration, public administration, or other related field; or an equivalent combination of education and experience.

**APPLICATION PROCESS:** **SELECTION PROCESS**: Interested applicants must contact Division of Workforce Solutions at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 p.m. by April 2, 2021.  Applicants not referred by DWS will not be considered.  A PD-107 application & copy of legible college transcript if applicable must be received at DWS in Lumberton by 5 p.m. April 2, 2021.  A review of qualifications, employment history and criminal history will determine selections for the structured interview.  Applicant selected will be scheduled for drug testing.

**SALARY RANGE:**  $31, 627.79                                            **GRADE:**65

(salary based on years of service)

**POSTED:**  March 3, 2021