**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**PROCESSING ASSISTANT III**

**DESCRIPTION OF DUTIES:** This position is located in the Office Support Unit. The duties of this position includes issuing State ID numbers or conducts in depth searches for those previously created; maintaining a card filing system updated with information on a daily basis; transcribing (recorded and handwritten) material submitted by the services units (Child Protective Services, Adoptions, Foster Care, and Adult Services); typing prepared materials on clients for running records, court petitions, etc., checking for misspelled words, punctuation, neatness, grammar, etc.; scheduling Case Review for Child Welfare Services. The person in this position will also be trained as a back-up receptionist. This position will report to the Processing Unit Supervisor IV.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of office practices and procedures. Ability to type with accuracy and speed (45 words per minute) as required by the position. Typing test will be administered. Working knowledge of arithmetic and its use in general office work. Ability to learn and apply specific rules and regulations of the department and secure confidentiality of clients.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions (formerly Employment Security Commission) at 289 Corporate Drive Suite B, Lumberton, NC or (910) 887-6950.  Applicants not referred by DWS will not be considered.  PD-107 application & copy of college transcript, if applicable, must be received at DWS in Lumberton by 5pm on April 23, 2021.  A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson.

**SALARY:** $26,020 **GRADE:** 61

**POSTED:** April 8, 2021

**Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer.**