



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

ADMINISTRATIVE OFFICER II SOCIAL SERVICES

This Position is Full Time with Benefits

VACANCY NUMBER

21-074

HIRING RANGE

\$46,312 - \$55,572

OPENING DATE

August 4, 2021

CLOSING DATE

August 18, 2021

TO APPLY

Please submit your application online at

www.moorecountync.gov

QUESTIONS?

Please call the Moore County Human Resources Office at (910) 947-6362.

OR

You may also visit us at
302 Monroe Street
Carthage, NC 28327

ESSENTIAL JOB DUTIES:

Performs difficult technical and administrative work managing Personnel, Accounting, Systems Administration, Reception Services, and Services Support by managing and directing all administrative duties, ensuring compliance with Federal, State, and local laws, rules, regulations, guidelines, and policies and by maintaining files and records, and preparing reports, does related work as required. Work is performed under the general supervision of the Director of Social Services. Supervision is exercised over all department personnel.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Comprehensive knowledge of generally accepted accounting principles and Human Resources competencies
- Thorough knowledge of supervisory principles and practices
- Considerable knowledge of the principles and practices of public and business administration
- Considerable knowledge of modern office procedures, practices, and equipment

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Graduation from an appropriately accredited four-year college or university and three years of experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or government program, including some supervisory experience **OR**
- Associate's degree from an appropriately accredited college or university in Business Administration or Secretarial Science and five years of experience in personnel, budgeting, research, or administrative management, two of which must have involved participation in the planning and management of a business or government program, including some supervisory experience **OR**
- High school diploma or equivalent from an appropriately accredited institution and seven years of experience in personnel, budgeting, research, or administrative management, four of which must have involved participation in the planning and management of a business or government program, including some supervisory experience

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires crouching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k)
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.
- **Holiday, Annual and Sick Leave** for eligible employees

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.

Moore County is an E-Verify Participant