

# VACANCY ANNOUNCEMENT

Date: September 14, 2021

## Greene County Department of Social Services

227 Kingold Blvd; Suite A  
Snow Hill, NC 28580

**CLOSING DATE: September 28, 2021**

### IMC I - FOREIGN LANGUAGE INTERPRETER

Position #: 179-02-201 Salary Grade: 61

Salary Range: \$26,653 - \$33,983 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

### DESCRIPTION

The primary purpose of this position is to accurately interpret conversations and translate written documents to ensure that the workers and non-English speaking clients can communicate effectively. This position is responsible for interviewing clients, obtaining the required information, completing initial applications, verifying the information obtained, determine eligibility or completing scheduled interviews. This position will also be responsible for the maintenance of the Medicaid Transportation caseload.

### EDUCATION AND EXPERIENCE

Graduation from an accredited associate degree program in Human Services Technology, Business Administration, Secretarial Science or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical or other public contact experience which include negotiating, interviewing, explaining information, gathering and compiling of data, performance of mathematical skills with at least one year of such experience being in an income maintenance program; or graduation from high school and three years experience of paraprofessional, clerical or other public contact experience which include negotiating, interviewing, explaining information, gathering and compiling data, performance of mathematical skills; or an equivalent of training and experience. Must demonstrate the fluency and skill necessary to meet the needs of the organization and client populations served. Candidates not fully qualified may enter as an IM Technician at a lower salary.

### HOW TO APPLY

## A NC PD107 APPLICATION IS REQUIRED.

You may download the PD-107 application from the Greene County site at [www.greencountync.gov/job-listings](http://www.greencountync.gov/job-listings); select DSS & Health PD107 Application or search NC PD-107.

**Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed.** Do not write "see resume" in lieu of filling out the education and work history. **Application must be signed to be considered.**

Please mail applications and transcripts to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to [michelle.shackelford@greencountync.gov](mailto:michelle.shackelford@greencountync.gov)

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*