



Office Assistant III:

Position Number: 165-04-216

Work First Unit (Cash):

This position is in the Edgecombe County Department of Social Services. **The position** provides initial public contact for telephone inquiries, clients, and the general public in a high -volume climate. Duties include: organizing and maintaining the file room, making copies, faxing, to generate and compile statistical reports and state reports as needed. Create, update and maintain logs. Compose staff meeting minutes, operate personal computer and other office equipment, including various software to prepare written correspondence, memos, notes, minutes, reports or other materials. Operate postage machine to process outgoing mail for the Rocky Mount Office location. Assist with taking applications during the low-income energy assistance seasonal program as needed. Rotate back-up duties for the front desk receptionists during breaks and lunch and during absences with Office Support staff. Overtime work is compensated with compensatory time off. This position performs other duties as assigned and may on occasion rotate between the Tarboro and Rocky Mount office. A valid NC driver's license and access to a passenger vehicle is required. Employees operating their personal vehicles for county business must maintain the minimum liability coverage required by the state of North Carolina in accordance to the County Fleet Policy and Employee Safety Program (page 10 section G.) This position performs disaster related duties during emergency disasters and shelter openings. Position performs other duties as assigned. The position is located in the **ROCKY MOUNT OFFICE**; however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities:

General knowledge of office practices and procedures, Possess a working knowledge of personal computers and Microsoft Office. Ability to gather and compile materials from a variety of sources, ability to compile information based on general instructions. Ability to learn and apply specific laws, departmental rules and regulations relating to verifying, processing, and maintaining records and documents. Ability to gather and give basic information and instructions regarding departmental programs based on inquiries. Ability to plan, organize and work independently. Ability to use a variety of office equipment. Ability to multi-task and work effectively under pressure and deadlines with clients and the general public in a high-volume environment. Ability to work with people in a professional manner and display courtesy and tact in performing public contact duties. Ability to screen communications based on predetermined guidelines. General knowledge of and ability to use correct spelling, punctuation and specialized vocabulary, ability to proofread. Possess a working knowledge of personal computers and Microsoft Office.

Minimum Training and Experience:

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one (1) year of office assistant/secretarial experience. A high school equivalency certificate or one year of clerical experience may be substituted for high school graduation.

Starting Salary: \$21,016.00 or possibly higher depending on experience and credentials. Compensation for full-time employees include excellent benefits that total over \$9,000.00 annually.

Application Period: 10/29/2021-Open Until Filled. Posted: Internal, NC Works Career Center, Edgecombe County Website, NC Social Services Jobs, Indeed.com

Interested candidates must complete and submit an Edgecombe County application. You may pick up and submit your application on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886. Applications may also be obtained online at www.edgecombecountync.gov or at the County Human Resources Office on the 4th Floor of the County Administration Building-201 S. Andrews Street, Tarboro NC 27886. Incomplete or unsigned applications will not be considered. **Transcript(s) of undergraduate and/or graduate degree(s) is required at the time of application. Degrees must be received from appropriately accredited institutions.**

Please **mail** completed applications to: Personnel Office, Edgecombe County Department of Social Services, P. O. Box 370, Tarboro NC 27886 or **drop it off** on the 4th floor of the Human Services Building located at 122 E. St. James Street, Tarboro NC 27886.

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply. **We support a drug free work environment. A pre-employment drug screening and criminal background check is required. AA/EOE**