

**EMPLOYMENT OPPORTUNITY**  
**COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES**

**October 19, 2022**

**POSITION:** IMC II (*Will accept an IMC I work-against an IMC II for one year*)

**AVAILABLE:** Immediately

**SALARY:** \$34,198 – \$48,854 (For qualified IMC II)

**Hiring Rate:** \$32,570

**POSITION NUMBER:** 147-02-323      147-02-343

**CLOSE DATE:** November 2, 2022

**REQUIREMENTS:**

**KNOWLEDGE, SKILLS AND ABILITIES-**Considerable knowledge of the program/area(s) of assignment (FNS-Intake). General knowledge of all agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations and procedures. Ability to perform caseworker functions within structured time frames.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS TO QUALIFY AS AN INCOME MAINTENANCE CASEWORKER II**

One year of experience as an Income Maintenance Caseworker OR Social Service Eligibility Specialist

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS TO QUALIFY AS AN INCOME MAINTENANCE CASEWORKER I WORK-AGAINST AN INCOME MAINTENANCE CASEWORKER II FOR ONE YEAR**

Graduation from a four-year college/university or Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration or Secretarial Science or a closely-related curriculum, or, Graduation from high school and two years of paraprofessional, clerical or other public contact experience which includes: negotiating, interviewing, explaining information, gathering and compiling of data, or analysis of data and/or the performance of mathematical or legal task and a least one year of such experience being in an income maintenance program, or, Graduation from high school and three years of paraprofessional, clerical or other public contact experience which includes: negotiating, interviewing, explaining information, gathering and compiling of data, or analysis of data and/or the performance of mathematical or legal tasks.

**Columbus County is an Equal Opportunity Employer**

**FINAL APPLICANTS SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK.**

**Please Submit [Columbus County](#) Application to:**

Columbus County NCWorks Career Center  
Southeastern Community College  
4564 Chadbourn Hwy., A-Building  
Whiteville, NC 28472