

**EMPLOYMENT OPPORTUNITY**  
**COLUMBUS COUNTY DEPARTMENT OF SOCIAL SERVICES**  
December 6, 2022

**POSITION:** Processing Assistant III  
**AVAILABLE:** Immediately  
**SALARY:** \$26,111-\$37,300  
**Hiring Rate:** 24,868  
**POSITION #:** 147-04-216 147-04-211  
**Close Date:** December 20, 2022

**REQUIREMENTS:**

**KNOWLEDGE, SKILLS AND ABILITIES-** General knowledge of office practices and procedures. Ability to screen communications and, based on content, handle independently or route to proper source. Working knowledge of math. Ability to compile information based on general instructions. Ability to record information and balance figures. Ability to learn and apply specific laws, departmental rules and regulations relating to verifying, processing and maintaining records and documents. Ability to type with accuracy. Ability to correct spelling, grammatical, punctuation and typing errors. Ability to use judgment in organizing and establishing format. Working knowledge and ability to use correct grammar, vocabulary and spelling. Ability to gather and draft materials from a variety of sources. Ability to gather and give basic information and instructions regarding departmental programs based on inquiries. Ability to learn a general knowledge of persons and agency programs

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

**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