**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**PROCESSING ASSISTANT III**

**DESCRIPTION OF DUTIES:** This position is assigned to the Child Welfare Unit. The major purpose of this position is to provide clerical support with typing, file maintenance, forms, data entry and retrieval, receptionist, imaging, records and reports, and processing incoming and outgoing mail. These duties are necessary for adequate and timely completion of duties performed by Social Workers, Supervisors, 3 Program Managers and a Program Administrator. This position reports directly to the Social Work Supervisor III.

**KNOWLEDGE, SKILLS AND ABILITIES:**  Knowledge of office practices and procedures. Ability to work with the public. Ability to learn and apply specific rules and regulations of the department and confidentiality of clients.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and one year of Office Assistant, secretarial, processing assistant experience or a combination of experience and education

**APPLICATION PROCESS:**  Interested applicants must contact Division of Workforce Solutions (formerly Employment Security Commission) at 289 Corporate Drive Suite B, Lumberton, NC by 5:00 pm on February 9, 2023.  Applicants not referred by DWS will not be considered. Please submit an original N.C. State Application (PD-107). A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson by 5:00 pm on February 9, 2023.

**SALARY:**  $28,140.90 **GRADE:** 61

**POSTED:** January 10, 2023

**The Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer.**