



**BEAUFORT COUNTY DEPARTMENT OF SOCIAL SERVICES
invites applications for the position of:**

Administrative Officer II

Position Number 113-16-152

SALARY:

See Position Description

OPENING DATE: 02/28/23

CLOSING DATE: 03/14/23 05:00 PM

DESCRIPTION OF DUTIES:

Hiring Rate - \$50,982

After Successful Probation - \$53,531

The primary purpose of this position is to provide day-to-day supervision of the administrative and fiscal units, perform personnel and human resources administrative duties within the agency, the formulation and completion of the DSS 1571, preparing and organizing efforts related to a natural disaster, work completed in the agency's document management, Program Administrator II and/or Director as it relates to the operations of the agency. This position is required to ensure that the staff of the administrative unit process consumers that utilize our agency in a timely, accurate and courteous fashion. This position is also responsible for budgetary duties that include but are not limited to the DSS 1571 upload and the monitoring of agency revenues and expenditures within our agency budget. This position also performs the following fiscal duties that include but are not limited to reviewing accounting transactions, reviewing and authorizing payee account transactions, overseeing and reviewing payee account balances, overseeing and reviewing the accuracy and timeliness of the agency payroll, and the transactions and revenues of the Community Alternative program and Medicaid Transportation program. This position also performs personnel actions that include but are not limited to the oversight of the completion of personnel action forms, the oversight of the personnel database, the explanation and implementation of agency policy to employees, the interpretation and explanation of employment law acts that include but are not limited to the Family Medical Leave Act and Fair Labor Standards Act to employees, and the handling of Worker's Compensation claims. This position is also responsible for the preparation, organization and implementation of disaster teams from our agency. This position provides a wide variety of complex administrative tasks requiring initiative, independent judgment, an extensive working knowledge of county, state, and federal programs, laws, and policy. The position functions with significant independence. The position has the authority to delegate specialized duties to subordinates and other staff within their Department. This position also communicates with agency employees, state offices, other county departments and management within the Department related to their job duties. A high degree of discretion and tact is required. Work is performed under the supervision of the Program Administrator II and is reviewed through observation of results, conferences, reports and periodic evaluations.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of office management techniques; and ability to practice effective communication techniques both orally and in writing; effective supervisory practices and ability to plan and supervise the work of others, if applicable. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions. Skill in organizing work flow and coordinating activities. This position must have a good work ethic, have a high level of initiative to learn job responsibilities. This position must have the ability to establish and maintain

effective working relationships with administrative superiors, co-workers, and with community, social and religious organizations. This position must be knowledgeable related to personnel policies and administration. This position must be able to exercise judgment and discretion in applying and interpreting policies and procedures and in volatile, sensitive situations. This position must express comments and opinions clearly and concisely in oral or written form. This position must analyze and to resolve problems and questions. This position must be able to work overtime. This position must be knowledgeable of practices of public, business administration, and accounting practices and procedures.

MINIMUM TRAINING AND EXPERIENCE:

Graduation from a four-year college or university and three years of experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of education and experience.

SUPPLEMENTAL INFORMATION:

The Beaufort County Department of Social Services (BCDSS) selects applicants for employment based on required education and experience and job-related knowledge, skills, and abilities without regard to race, religion, color, national origin, sex, age, disability, genetic information, political affiliation or political influence.

Please be sure to complete the application in full. Resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. "See Resume" or "See Attachment" will *NOT* be accepted and will render your application incomplete.

Information should be provided in the appropriate areas, to include the following: Education, including high school and all degrees obtained, Work Experience, and Certificates & Licenses. It is critical to our screening and salary determination process that applications contain comprehensive candidate information.

Answers to Supplemental Questions are not a substitute for providing all relevant information within the body of your application. In order to receive credit for the supplemental questions, you must provide supporting information within the "Work Experience" section of the application, to support your answers

Degrees must be received from appropriately accredited institutions. Transcripts, and degree evaluations may be uploaded with your application.

To obtain veterans preference, you **must** scan and upload a copy of your DD-214 or discharge orders.

Technical issues submitting your application, please call the **NeoGov Help Line at 855-524-5627**.

Applicants requesting and receiving an accommodation under the Americans with Disabilities Act (ADA) are eligible to submit paper applications via mail or by fax. Please call the BCDSS office for assistance.

If multiple applications are submitted to an individual posting, only the most recent application received prior to the closing date will be accepted. Applications must be submitted by 5:00 PM on the closing date.

Due to the volume of applications received, we are unable to provide information regarding the status of your application over the phone. To check the status of your application, please log in to your account and click on "Application Status". Upon the closing date, applications are "Under Review" and will be screened by Human Resources for the qualified applicants. The hiring process

may take an average of 6 – 8 weeks.

It is the policy of Beaufort County that all employees provide proof of employment eligibility (immigration and naturalization) on the first day of employment. We participate in E-Verify (Employment Eligibility Verification System).

Online Application: :<https://www.governmentjobs.com/careers/beauforddss/promotionaljobs> You can find assistance with creating your account and steps for completing the application process at this site:www.governmentjobs.com/Home/ApplicationGuide

Pre-employment Drug Screening and Criminal Background check will be required as a condition of employment. Valid North Carolina Driver's License Required.

All employees are called upon to serve shelter duty in times of emergency and/or natural disaster.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://co.beaufort.nc.us/departments/human-services/social-services>

Job #113-16-152
ADMINISTRATIVE OFFICER II
KS

632 West 5th Street
P.O. Box 1358
Washington, NC 27889
252-940-6012

beaufort.county.dss@beauforddss.com
