



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

**Processing Assistant IV**

Positions 113-04-308 and 113-04-313

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**SALARY:**

See Position Description

**OPENING DATE:** 03/07/23

**CLOSING DATE:** 03/21/23 05:00 PM

**DESCRIPTION OF DUTIES:**

**Please note: All education, including high school, and all employment history must be included in the body of the application for the application to be considered complete.**

**Hiring rate - \$31,416**

**After successful completion of one-year probationary period - \$32,987**

This is a generalist administrative position, filling a number of roles within the administrative unit. This position will serve as a front desk receptionist, responsible for greeting all visitors and logging them in on an automated log. Visitors and clients will be referred to the appropriate worker, unit, or agency. This position will answer the switchboard, routing clients to the appropriate staff in a friendly and professional manner. The Processing Assistant is responsible for filing and maintaining records in an automated document management system, receiving payments, sorting and routing mail promptly and accurately, and other duties as assigned by the supervisor. All agency employees shall be called upon to manage emergency shelters in the event of a disaster.

**KNOWLEDGE, SKILLS AND ABILITIES:**

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Significant knowledge of office or work unit procedures, methods and practices.

Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials.

Significant knowledge of accounting procedures, mathematics and their application in the work environment.

Ability to learn and independently apply laws and departmental rules and regulations covering programs and services.

Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations.

Ability to apply a variety of work-related formulas or mathematical calculations.

Ability to record, compile, summarize and perform basic analysis of data.

Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.

May require ability to supervise and coordinate the work of other staff, student workers or volunteers.

**MINIMUM TRAINING AND EXPERIENCE:**

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Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

**SUPPLEMENTAL INFORMATION:**

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**Hours of Work:** 8:00-5:00 Monday – Friday

**Preferred Qualifications:**

- Computer skills are needed
- Fluency in Spanish will be considered a plus
- Career Readiness Certificate (Silver Certification or higher Preferred)  
<http://www.crcnc.com/info/JobSeekers.aspx>

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

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

**Beaufort County is an Equal Opportunity Employer**

**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.**

**Application Procedure:**

Click this link to begin the application process: <https://www.governmentjobs.com/careers/beaufortdss>  
Please read and complete all sections of the Application. Incomplete applications will not be considered. Resumes are not accepted in lieu of application.

You can find assistance with creating your account and steps for completing the application process at this site: [www.governmentjobs.com/Home/ApplicationGuide](http://www.governmentjobs.com/Home/ApplicationGuide)

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

Job #113-04-308 and 113-04-313  
PROCESSING ASSISTANT IV  
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