

**ROWAN  
COUNTY**

NORTH CAROLINA

*Be an original.*

## Job Opportunity Announcement

### Income Maintenance Caseworker II Job #527-1 (Economic Services Division) Open Until Filled

Located in the heart of North Carolina's Piedmont, Rowan County is attractively and conveniently nestled between the state's largest city and its Capitol. Rowan County is made up of more than 20 departments and nearly 1,250 employees that are committed to providing a wealth of services to County residents and businesses.

The County is currently accepting applications for the position of **Income Maintenance Caseworker II (Economic Services Division)**. The primary responsibility for this position is to determine eligibility for the public assistance programs which may include Food and Nutrition Services program, Medicaid programs, or Work First Family Assistance program. Program eligibility is based on guidelines provided by the State of NC.

Requires ability to read and comprehend complex program eligibility criteria and forms based on Federal, State, and County regulations; requires ability to key information accurately into State eligibility system (NC FAST) according to program guidelines as well as use other software programs and search engines; requires general knowledge of agency and community services; excellent interview skills to obtain required information and ability to communicate effectively by listening and reasoning with individuals of a wide variety of backgrounds; ability to work independently; ability to be organized yet flexible; ability to communicate with clients, the public and other community partners to obtain data as well as to explain regulations and procedures; possess strong interpersonal skills and create and maintain a positive attitude; good mathematical reasoning and computational skills; requires attention to detail and concise case documentation; and ability to perform caseworker functions according to policy and within structured timeframes.

Requires a Bachelor's Degree in Business Administration, Accounting, Human Services, or related area; or an Associate's Degree in one of the above program areas or related area and two years of accounting, business, clerical, or public contact work experience; or high school diploma and four years of accounting, business, clerical, or public contact work experience which includes interviewing and explaining information, as well as mathematical or business-related tasks.

Requires demonstrated skill in written and verbal communication, as well as proficiency with word processing and similar software. Microsoft Office software, document management software, and case management software programs. Bilingual applicants preferred. All degrees/coursework must be from an appropriately accredited institution. Application should provide sufficient detail of educational experiences, work experiences and applicable skills.

Starting Salary \$41,500 - \$45,600 (commensurate with experience) and excellent benefits package available.

Apply online at [www.rowancountync.gov/jobs](http://www.rowancountync.gov/jobs). Individuals with disabilities may request application accommodations by calling HR at (704) 216-8101. The County administers pre-employment drug tests and criminal background checks for all positions. Some positions may require a physical exam, credit check, and/or a driving history check depending upon the position. Rowan County is an Equal Opportunity Employer.

