



Job Opportunity Announcement

INCOME MAINTENANCE CASEWORKER I Job #681-1 (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 I (Economic Services Division)**. This position completes energy program (CIP and LIEAP) applications; interviews clients to obtain required information for eligible public assistance programs; and verifies the information obtained to determine client's continued eligibility for assistance in one or both of these programs.

Requires the ability to comprehend complex eligibility criteria, to apply Federal, State, and County rules and procedures to individual circumstances, to meet deadlines/timeframes, and to manage the assigned workload; ability to manage multiple computer systems efficiently; excellent keyboarding skills; and considerable computer knowledge.

Requires a Bachelor's Degree; an Associate's Degree in Human Services, Business Administration, Paralegal Technology, or related area; or high school diploma and two years of paraprofessional, clerical, or public contact experience which includes interviewing, explaining information, gathering and compiling of data, analysis of data and/or the performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or high school diploma and three years of professional clerical or public contact experience. All degrees must be from an accredited college or university. Bi-lingual applicants preferred

Starting Salary \$38,300 - \$42,100 (commensurate with experience) and excellent benefits package available.

Apply online at www.rowancountync.gov/jobs.

Individuals with disabilities may request application accommodations by calling HR at (704) 216-8100. 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.

