**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**PROCESSING ASSISTANT III**

**DESCRIPTION OF DUTIES:** The major purpose of this position is to search county courthouse records for verification of Birth Certificates, Death Certificates, Marriage Certificates, Divorce Certificates, Wills, Trust Funds and Criminal searches. This position also performs property searches utilizing a computer system that is connected to the County property records. This position also serves as a backup receptionist whose duties include directing clients to the appropriate area of the agency, answering incoming calls at the main switchboard and connecting them to the appropriate individual for assistance. This position reports to a Processing Unit Supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of office practices and procedures. Ability to learn and use a variety of office equipment. Ability to type with accuracy. Working knowledge of arithmetic and its use in general office work. Ability to learn and apply specific rules and regulations of the department.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and one year of office assistant, secretarial, processing assistant experience or an equivalent combination of training and experience.

**APPLICATION PROCESS:** Interested applicants must contact Division Workforce Solutions (910-887-6950) at 289 Corporate Drive Suite B, Lumberton, NC 28358 by 5:00 p.m. on February 15, 2024 for a referral. **Please submit an original N.C. State Application (PD-107) with the referral.** Applicants not referred by DWS will not be considered. A review of qualifications, employment history and criminal history will determine who is selected for a structured interview. Applicant selected will be scheduled for drug testing. In-house applicants submit application to Tammy Kitson by 5:00 PM on February 15, 2024.

**SALARY:**  $30,434.40 **GRADE:** 62

**POSTED:** January 16, 2024

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