**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**PROCESSING ASSISTANT IV**

**DESCRIPTION OF DUTIES:**  This position functions in the administrative unit of the Department of Social Services.  This position processes and maintains all information for payment of expenditures and revenues for the agency. This position is responsible for submitting invoices to County Finance for payment and balancing DSS reports with County Finance reports on a monthly basis. This position ensures accurate reimbursement to the agency from state and federal governments. This position is responsible for interpreting fiscal policy and conveying information to staff to ensure maximum reimbursement for services rendered. This position must have an understanding of the budget and budget amendments. This position is responsible for compiling and maintaining the 1571-Part IV report.

**KNOWLEDGE, SKILLS AND ABILITIES:** Significant knowledge of office procedures, methods and practices.  Operational knowledge of computer applications and programs. Knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials. Ability to record, compile and summarize, and perform basic analysis of narrative and numerical materials.  Ability to learn and independently apply laws, departmental rules and regulations in the performance of assigned duties.  Ability to learn programs and services and apply this knowledge in problem-solving and responding to questions and inquiries.  Ability to use judgment in coordinating and monitoring office procedures and workflow. Must possess the skills and abilities to perform accounting procedures to include account payables and receivables.  Possess the ability to design, create, and produce professional correspondence, statistical information, graphs, tables and spreadsheets.  Possess the ability to work under strict deadlines and to maintain diplomatic contact with the public and agency personnel. Possess the ability to adapt to a changing work environment and to be flexible.

**MINIMUM REQUIREMENTS:**  Graduation from High School and two years of office assistant, secretarial or processing assistant experience, or an equivalent combination training and experience.

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions at 289 Corporate Drive Suite B, Lumberton, NC or (910) 887-6950.  Applicants not referred by DWS will not be considered.  PD-107 application & copy of college transcript, if applicable, must be received at DWS in Lumberton by 5:00 PM on May 16, 2024.  A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson by 5:00 PM on May 16, 2024.

**SALARY RANGE:** $33,553.92 **GRADE:**  64

**POSTED:**  April 16, 2024

**Robeson County Department of Social Services is an Equal Opportunity Employer.**