

Washington County

Department of Social Services

We have great benefits...

*Free Health Insurance for employees *Dental Insurance *Longevity Pay *401-K *Life Insurance
*Accrued Vacation/Sick Leave *Paid Holidays
*Travel Reimbursement and More!!!

Career Opportunity

Vehicle Operator I

SALARY GRADE – 53

SALARY RANGE: \$16,659-\$24,627

****APPLICATION MUST BE TYPED****

JOB ORDER

DESCRIPTION OF WORK: This work involves duties and responsibilities associated with driving and operating a vehicle of six (6) or more passengers and light transit vehicles of 16 or more passengers. The Human Resources Aide is responsible for providing human resources transportation for a wide variety of client populations in need of transportation services to medical providers, training programs, job sites, Roanoke Develop Center, Senior Center and other locations. The work involved with this position includes the safe operation of the van; following a van maintenance schedule; completing reports and records of trips and clients transported; providing clients with information concerning appointments and community resources; and other duties and responsibilities as assigned.

Minimum Training and Experiment Requirements: The applicant must possess a high school diploma. The applicant must possess a NC Driver's License (Class C) at the time of application. The applicant must have a safe driving record including no points against his/her driving record. (Driving records will be checked with the NC Department of Motor Vehicles.) The applicant must be able to follow written and verbal instructions. The applicant must be able to complete and maintain records and reports. The applicant must be able to perform physical tasks. The applicant must also have a car for use at work. Applicants selected for this position will be required to submit to drug and alcohol testing.

PREFERENCES: Prefer applicants with current North Carolina CDL license.

Application Process: Applicants for this position should submit a typed completed State of North Carolina application (with supplemental sheet if necessary to capture all work history) (PD-107) **and a current official driving record from the NC DMV** to Cathy Ange at Washington County Center for Human Services located at 209 E. Main Street in Plymouth, NC 27962 or by mail at PO Box 10, Plymouth, NC 27962 by Monday, July 10, 2017 at 5:00pm.

Selection Process: Selection will be based on an evaluation of applicant qualifications, a review of the applicant's driving record, a drug and alcohol screening and a structured interview.

APPLICATION DEADLINE: Monday, July 10, 2017

Drug Screening Test Required

POSTING DATE: June 26, 2017

*Washington County Department of Social Services
PO Box 10
Plymouth NC 27962*

Equal Opportunity/Affirmative Action Employer