

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 and
*12 Paid Holidays

Career Opportunity

Public Information Assistant IV

SALARY GRADE – 59

SALARY RANGE: \$22,363-\$33,073

Starting salary will be \$22,363

DESCRIPTION OF WORK: This position serves as one of two receptionists for the agency. The work involves answering incoming phone calls, greeting the public, determining their needs and assisting them according to agency policies and expectations. It involves obtaining and recording confidential information about applicants and recipients of services on various control logs; performing searches of information in computer data bases relevant to applicants and recipients; providing information and answering questions pertaining to services and application processes; accurately assessing the needs of applicants/recipients and making appropriate referrals to agency workers. This individual provides information to the public regarding youth work permits, obtaining Social Security cards and community based services. This position maintains numerous control logs according to program and financial policies. Other duties are also assigned.

Minimum Training and Experience Requirements: Graduation from high school and two years of clerical experience involving knowledge of office practices and procedures.

Application Process: Applicants for this position should submit a completed State of North Carolina application (PD-107) and college transcripts to Cathy Ange at the 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 Tuesday, October 25, 2016 at 5:00 pm.

APPLICATION DEADLINE: Tuesday, October 25, 2016

APPLICATION (PD-107) MUST BE TYPED

Drug Screening Test Required

POSTING DATE: October 11, 2016.

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

Equal Opportunity/Affirmative Action Employer