

# 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 \*11 Paid Holidays  
\*Travel Reimbursement and More!!!

### Career Opportunity **ADMINISTRATIVE ASSISTANT III (Riverlight Transit Supervisor)**

**SALARY GRADE – 67**  
**SALARY RANGE: \$33,734 - \$49,902**

### APPLICATION MUST BE TYPED

**DESCRIPTION OF WORK:** This position performs, coordinates and administers duties in the supervision of the Riverlight Transit - Washington County's coordinated transportation program. The position functions as the primary contact for Riverlight Transit. The position is responsible for preparing the necessary applications and reports for NC DOT Grants that fund a portion of the Riverlight Transit system, including interpretation and adherence to the NC Medicaid Transportation Policy. This position is also responsible for the oversight of the Administrative Assistance I who works with the program's five vehicle operators in scheduling routes and destinations both in and out of the county, as well as supervision of the vehicle operators. The position is also responsible for completing reports related to transportation services and vehicle maintenance within the constraints of the county budget. The position is responsible for providing information to the public about transportation services provided by Riverlight Transit. The position has other assigned duties and responsibilities.

### **Minimum Training and Experience Requirements:**

Completion of high school or equivalent and six years of progressively responsible secretarial/administrative experience including two years of administrative or office management experience involving substantial public contact, information gathering and writing experience; or completion of a two year secretarial science or business administration program and four years of responsible secretarial or clerical/administrative experience including two years of administrative or office management experience; or completion of a four-year program in a college or university preferably with major emphasis on coursework in business administration, public administration or other related fields and one year of administrative or office management experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

**Application Process:** Applicants for this position should submit a completed State of North Carolina application (PD-107) (with supplemental sheet if necessary to capture all work history) 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 Friday, July 31, 2020 at 5:00 pm.

**DEADLINE for applications is by Friday, July 31, 2020 at 5:00pm.**

**POSTING DATE: July 17, 2020**

**Drug Screening Test Required**

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

*Equal Opportunity/Affirmative Action Employer*