



**DEPARTMENT OF SOCIAL SERVICES**  
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429  
(910) 323-1540 • Fax (910) 677-2232

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## NOTICE OF VACANCY

**June 17, 2010**

**POSITION #: 151-04-236**

**CLOSING DATE: JUNE 28, 2010**

**TYPE OF VACANCY: OFFICE ASSISTANT III, DAY CARE UNIT**

**SALARY GRADE: 57**

**ANNUAL SALARY: \$23,443**

**CONDITIONS OF EMPLOYMENT:** (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. Has or is able to obtain a valid North Carolina Drivers License. **Applicant must be tested through the Employment Security Commission passing the spelling test with a minimum score of 60 and passing the computer skills test with an overall score of 50% for Microsoft Word and Excel 2000.**

**MINIMUM EDUCATION & EXPERIENCE:** Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

**ADDITIONAL QUALIFICATIONS:** This position requires the ability to effectively exercise excellent communication, organizational skills, and additionally must have good sound judgment skills. This person must be proficient in various PC programs, typewriter, printer, calculator, FAX machine, various copiers, as well as being able to access information from the state database. This person needs to possess good grammatical and verbal skills. This position requires at least one year of on-the-job training to become fully able to perform the duties and responsibilities.

**DUTIES:** This position is responsible for providing clerical support needed to insure the effective operation of the agency's Child Day Care Program. The major purpose of this position is to provide secretarial support to the entire Child Day Care Program staff. Other routine duties performed by this employee

*...partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....*

include insuring accuracy of: branch personnel bi-weekly time sheets, weekly and monthly reports, maintain the day care waiting list, and employee monthly out-of-county and in-county travel/training. This employee screens calls, mail, and visitors for the Branch Head, which may relate to sensitive personnel/customer issues that requires maximal confidentiality. This position has a great deal of public contact. This employee must have a complete working knowledge of the overall Subsidized Child Day Care Program operation.

**APPLICATION:** All agency employees should contact SHARON YOUNG, at Ext. 2590, or [sharonyoung@ccdssnc.com](mailto:sharonyoung@ccdssnc.com). All other applicants should mail a State Application (PD 107) with attached *applicable transcripts from an appropriately accredited college or university* to Cumberland County Department of Social Services, P. O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.*

**FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.**

Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

**THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**

**CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER**

**PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING.**