



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

NOTICE OF VACANCY

July 12, 2011

POSITION #: 151-04-244

CLOSING DATE: July 21, 2011

**TYPE OF VACANCY: PROCESSING ASSISTANT III
ADULT SERVICES SECTION**

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. **Person must be tested through Employment Security Commission passing the computer skills test with overall score of 50% for MS word and Excel 2000. Person must also pass spelling exam with a score of 60 or above correct words. Test scores must be submitted with application by closing date in order to be considered for position.**

MINIMUM EDUCATION & EXPERIENCE REQUIRED: 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.

DUTIES: This position is assigned to the Adult Services Section which consists of six operational units: Medicaid, In-Home Services, Preventive Services, Adult Protection and Placement, Transportation, and Domestic Violence (Care Center) Unit.

Each of these units has multiple program components. The Administrative unit provides varying degrees of clerical and administrative support to each of the operational units.

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

EASTOVER • FALCON • FAYETTEVILLE • GODWIN • HOPE MILLS • LINDEN • SPRING LAKE • STEDMAN • WADE

The primary duties of this position are to provide clerical support for the operational units of the Adult Services Section. A significant portion of this positions time will be spent supporting the Adult Services reception desk operations. As a member of the Administrative Support Unit, this position must be team oriented, have a high degree of flexibility. The position is required to have a general working knowledge and understanding of all clerical task and functions within the Adult Services Section and a detailed working knowledge of the specific task for at least two of the operational units, as designated by the administrative supervisor.

APPLICATION: All interested **agency employees** should contact **Sharon Young, Ext. 2590, or via E-mail at sharonyoung@ccdssnc.com or Marta Fussa, Ext. 2599, or via E-mail at martafussa@ccdssnc.com** All other applicants should mail a State Application (PD 107) to Cumberland County Department of Social Services, P.O. Box 2429, Fayetteville, NC 28302. All applicants will be considered, but not necessarily interviewed. 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.

*Applications can be downloaded at
http://www.co.cumberland.nc.us/human_resources/job_vacancies/dss.aspx
and can be located on the 1st floor of our agency.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

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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