



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

NOTICE OF VACANCY

March 2, 2010

POSITION #: 151-04-314

CLOSING DATE: MARCH 11, 2010

**TYPE OF VACANCY: PROCESSING ASSISTANT III
OPERATIONS/MAILROOM**

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 the Employment Security Commission passing the Microsoft 2000 Word/Excel exam with a score of 50 or above. Person must also pass spelling exam with 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 one year of office assistant, secretarial, or processing assistant experience or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS & ABILITIES: This position requires the ability to listen, understand, and carry out oral and/or written instructions and communicate well with the general public, must possess the ability to clearly, tactfully and verbally communicate; and must be able to respond to verbal communication over the phone. This person must be proficient in various PC programs.

DUTIES: The primary purpose of this position is to perform tasks involving the receipt, distribution and processing of all agency mail to include receipt and responsibility for Social Security, SSI, VA, WFFA, LIEAP, Work Release Checks, Electronic Benefits Transfer Cards (EBT), Food Stamps and Medicaid Cards received

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

into the agency; to provide communication within the agency and from outside sources through written record and to provide this same service to outside sources through the Post Office within daily established time frames.

In the absence of the Supervisor, this position will receive requests for special mail processing, i.e. overnight and will refer request to Administrative Assistant for approval before mailing. In time of vacancies, absenteeism or workload shift, this employee could be called on to work in the file room, the front desk or supply room.

This position has contact with Federal postal workers, agency staff and county staff in the processing and distribution of mail daily. This employee may also come into contact with County Personnel while picking up courier mail at the county courthouse. Public contact must be professional and courteous.

This position processes an average of 2,000 pieces of mail a day. It is the responsibility of this position to make certain that the date has been changed on all the processing machines to provide for accurate processing. Each piece of mail (other than standard envelopes) must be weighed for the correct postage using an EMS-10 Electronic Scale. A Pitney Bowes 1250 electric letter opener is used daily in processing incoming mail. A state computer terminal is also used to identify clients' district number for delivery when mail is not easily identifiable.

Mail is picked up from the Post Office and the courier box daily and is manually separated according to letter size. Certain mail is identified and separated for special processing such as certified/registered/confidential, etc. Mail is fed through electronic letter opener. Contents are removed and stapled to the envelope and stamped with agency name and current date. It is the responsibility of mail personnel to adjust the date on the stamp daily. The correspondence is then reviewed to determine its destination point and placed in compartmental sections in the mailroom for pickup by mailroom and other agency staff.

APPLICATION: All agency employees should contact CANDACE TYLER, at Ext. 2604, or candacetyler@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.