



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

REPOSTING

NOTICE OF VACANCY

JULY 5, 2011

POSITION #: 151-04-607

CLOSING DATE: July 13, 2011

TYPE OF VACANCY: OFFICE ASSISTANT V, CHILDREN SERVICES

SALARY GRADE: 61

ANNUAL SALARY: \$28,087

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 dismissal. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs as 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. Law enforcement background check is required. Has or is able to obtain a valid North Carolina Drivers License. **Person must be tested through the Employment Security Commission passing typing exam at 45 net words per minute. Person must also pass spelling exam of 60 or above correct words. Basic computer literacy is required to successfully meet expectations of this position. Competence in Windows, Word, and E-mail are essential. Test results must be submitted with application by the closing date in order to be considered for the position.**

PREFERRED EXPERIENCE: The preferred applicants should possess a minimum of one year of administrative or office management experience.

MINIMUM EDUCATION & EXPERIENCE REQUIRED: Graduation from high school and demonstrated possession of knowledge, skills, and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administrative program with one year of experience as described above; or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS & ABILITIES: Appropriate telephone interaction is required – worker should be able to respond to callers and visitors to the Children's Services Section (CSS) courteously and professionally. This worker provides assistance to the Assistant Director of Children's Services in completion of administrative tasks. Worker should have the ability to function under stress; ability to organize workload; and

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

ability to be flexible and to adjust to frequent interruptions on a daily basis as it pertains to the needs of the section. Worker should have the ability to speak and write clearly. Individual is responsible to coordinate clerical assignments and activities and use sound judgment in the absence of the Assistant Director.

DUTIES: The primary purpose of this position is to provide assistance to the Assistant Director of Children's Services in completing administrative tasks. The person in this position is also responsible for the direct supervision of one (1) Data Entry Operator, two (2) Receptionists, and seven (7) Office Assistant IIIs.

As Section Secretary, worker in this position is responsible for checking all time sheets and mileage forms within the Children's Services Section. After thoroughly checking these forms, putting them in alpha or SSN order, worker routes to Personnel and Finance Office. If errors are found on time sheets or mileage, worker returns to the appropriate unit for immediate correction. Worker in this position also compiles time sheets for the agency on a rotating basis.

Worker in this position has the responsibility for maintaining the demographic data in the Protective Services Database. The referrals are received from CPS Intake Unit and keyed into the Protective Services Database. The worker in this position tracks the disposition of each protective service report by updating the database using the 5104 (Report to Central Registry).

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