



COUNTY OF CUMBERLAND-HEALTH DEPARTMENT

INTERNAL & EXTERNAL JOB VACANCY ANNOUNCEMENT

DATE: **February 24, 2010**

POSITION TITLE	TYPE APPOINTMENT	SALARY	GRADE
Office Assistant IV	Full-Time	\$25,624.00	59
DEPARTMENT/LOCATION	POSITION NUMBER	APPLICATION CLOSE DATE	
Health/Environmental Health Division	PHD0528	Open Recruitment	

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: (Must be met by applicant for referral as a fully qualified or trainee applicant as indicated below. Failure to meet these requirements may result in your application not being considered and/or forwarded. Those meeting these minimums may or may not be forwarded and considered for interview based upon the size and qualification level of the applicant pool.)

High school graduation or equivalency and demonstrated possession of knowledge, skills and abilities gained through one (1) year of office assistant/secretarial/processing assistant experience or an equivalent combination of training and experience. **Typing test (35wpm) required through any office of the NC Employment Security Commission. (Applications received in this office without an ESC typing test will not be processed.)** (A minimum nine month probationary and training period should be allocated to this position).

HOW TO APPLY: (Failure to follow these instructions may result in your application not being considered)

Applications for this position can be obtained at the Cumberland County Department of Public Health's 3rd floor Human Resource Division located at 1235 Ramsey Street, Fayetteville, NC; or to download an employment application, go to www.co.cumberland.nc.us. North Carolina State Government application is acceptable in place of a Cumberland County Government application. Applications must be received in this office by 5:00 pm on the application closing date listed on this announcement. Resumes may be attached to applications; however, resumes **will not** be accepted in lieu of a completed application (form ccpd 1. **Applications for in-house vacancies may not be submitted through inter-office mail. Open recruitment positions may be closed at any time without notice**

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to or immediately after appointment. Failure to comply with or fulfill these conditions may result in dismissal.)

Selected applicant must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Must have or obtain and maintain a valid North Carolina driver's license with acceptable driving record. Background check with local and national law enforcement agencies required.

GENERAL POSITION DESCRIPTION AND DUTIES: (Typical for this position – may be changed or amended without notice.)

(This is not a complete description) The primary purpose of this position is to assist the public by accepting applications regarding onsite wastewater permits (new, repair, relocate, approval for finance/refinance) room addition approvals, private well construction permits (to include water samples), and tattoo permits as well as receiving and recording complaints regarding same. This individual is responsible for the day to day office operations of a satellite office which is located in the Old Courthouse on Gillespie Street, to include administrative reports and records. This includes preparing the end of day financial report and deposit slip for fees received during the day. In the absence of the Environmental Health Supervisor, this individual opens and closes the satellite office. This individual inventories and requests supplies for the section and is senior to one processing assistant.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

Knowledge of office management techniques and the skill to perform administrative responsibilities are necessary, along with maintaining efficient operational procedures. Ability to recognize and reconcile accounting errors and procedures. Ability to professionally and effectively communicate orally and in written form. Ability to use personal computers, typewriters, electronic calculators, fax machine, and other necessary office equipment. Ability to be flexible and adjust to change easily. Ability to accept suggestions. Possess strong public relation skills

THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1996.

CURRENT HEALTH DEPARTMENT VACANCIES ARE LISTED ON THE CUMBERLAND COUNTY WEBSITE – www.co.cumberland.nc.us.

AN EQUAL OPPORTUNITY EMPLOYER.