



COUNTY OF CUMBERLAND-HEALTH DEPARTMENT

Internal and External JOB VACANCY ANNOUNCEMENT

DATE: January 18, 2011

POSITION TITLE	TYPE APPOINTMENT	SALARY	GRADE
Processing Assistant III	Full-Time	\$23,443.00	57
DEPARTMENT/LOCATION	POSITION NUMBER	APPLICATION CLOSE DATE	
Health/WOMEN'S HEALTH CLINIC	PHD4000	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.)

Graduation from High School and demonstrated possession of knowledge, skills and abilities gained through 2 years of medical office experience. Must be proficient in Microsoft Word, Excel and Outlook and will be required to demonstrate computer skills upon request. **Ideal candidate will have the ability to speak fluently in Spanish Typing test (35 wpm) required through any office of the NC Employment Security Commission. (Applications received in this office without an ESC typing test will not be processed.)**

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. Resumes may be attached to applications; however, resumes ***will not*** be accepted in lieu of a completed application (form ccpd1). **Open recruitment positions may be closed at any time without notice. Applications for in-house vacancies may not be submitted through inter-office mail.**

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 listing.) This position will manage office operations and provide administrative support. This will include but is not limited to: data management, coordinating communications, composing reports, and similar functions.

KNOWLEDGE OF WORK PERFORMANCE INDICATORS:

(This is not a complete listing.) This position requires general knowledge of office or work unit procedures, methods and practices. General knowledge of an ability to use correct spelling, punctuation and specialized vocabulary and ability to proofread. General knowledge of office accounting and record keeping procedures, mathematics and their application in the work environment. Ability to learn and apply a variety of guidelines applicable to the work process. Ability to use a variety of office equipment as required by the position. Ability to work with people with courtesy and tact in performing public contact duties. Ability to record and compile information based on general guidelines. Ability to screen communications based on predetermined guidelines in order to independently respond or route to proper destination. Ability to gather and give information and instructions regarding the work process or procedures. Ability to learn the use of specialized office equipment. May require ability to coordinate work of other support staff, student workers or volunteers.

AN EQUAL OPPORTUNITY EMPLOYER.