

VACANCY ANNOUNCEMENT

Position: Processing Assistant V

Agency: Alleghany County Department of Social Services

Pay Grade and Starting Salary: Grade 61 - \$33,184

Duties and Responsibilities: Provide receptionist and clerical duties for Income Maintenance, Child Support and Administration Units. Assist with information and referral to citizens by phone and in person. Assists clients with preliminary paperwork and enroll and log client information in NC FAST computer system. Completes various reports. Maintains agency forms and supplies. Position maintains employee timesheets and provides backup for the agency reimbursement process.

Knowledge, Skills and Abilities: Substantive knowledge of office or work unit procedures, methods and practices. Substantive knowledge of and ability to use correct grammar, vocabulary, spelling, proofreading and office terminology to compose and/or proofread correspondence, reports and materials. Substantive knowledge of accounting procedures, applicable mathematics and their application in the work environment. Skill in communicating effectively both orally and in writing. Considerable ability to record, compile, summarize and analyze data. Considerable ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations. Considerable ability to analyze work situations and interpret program content in making decisions and explaining policies, regulations and programs. Considerable ability to exercise judgment, discretion and negotiation skills in problem situations. Ability to learn, interpret and explain policies, regulations and programs. Ability to independently respond to inquiries and coordinate a variety of resources in acquiring and disseminating information.

Minimum Education and Experience: 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 administration program with one year of responsible experience as described above; or an equivalent combination of training and experience.

Application Process: Submit a "State Application Form, (P.D. 107) to Alleghany DSS at PO Box 247, Sparta, NC 28675

Deadline for submitting applications: September 14th, 2022 or until filled

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
PRE-EMPLOYMENT CRITERIA MUST BE MET