



**Onslow County
Position Vacancy Announcement**

**HEALTH DEPARTMENT
(WIC)**

POSITION TITLE: PROCESSING ASSISTANT III

Position Number
513-04-250

Hiring Range
\$21,218 - \$27,584

Opening Date
June 4, 2008

Closing Date
June 18, 2008

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR
202 Old Bridge Street
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONSHOW COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

This position will work in the WIC program which is a federally funded supplemental food program for women, infants, and children, implemented by Local County Health Departments. Major duties are scheduling appointments; determining income eligibility; completing general office tasks such as data entry, answering the phone and word processing; completing application forms; assisting participants of WIC program; issuing computerized/manual food instruments; retrieving, collating and filing participants' health charts; and checking computerized data forms for errors.

Knowledge, Skills, and Abilities

Knowledge of:

- General office policies and procedures;
- Microsoft Office Suite.

Ability to:

- Read, interpret and follow established policies and procedures;
- Keep records in alphabetical order;
- Coordinate work assignments with other individuals;
- Exercise judgment and discretion in problem situations independently;
- Use excellent oral and written communication;
- Organize and prioritize work.

Minimum Education and Experience Requirements

Graduation from high school and one year of clerical experience.

Special Requirements

Must type minimum of 40 correct wpm. Typing test from Employment Security Commission must be submitted with application. Must have a valid driver's license and be in compliance with the Onslow County's insurance regulations.