



# Onslow County Position Vacancy Announcement

## SOCIAL SERVICES (WORK FIRST UNIT)

**POSITION TITLE: PROCESSING ASSISTANT IV**

**Position Number**  
233-04-322 (1110)

**Hiring Range**  
\$23,868 -\$31,028

**Opening Date**  
February 5, 2010

**Closing Date**  
February 15, 2010

**How to apply?**  
Applications must be submitted  
by 5 pm on the closing date to:

**Onslow County HR**  
220 Georgetown Road, Suite 100  
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.

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

### Position Responsibilities

The primary purpose of this position is to provide clerical support for the WFFA Unit. This includes scheduling appointments, computer checks for applications and recertification appointments, reviewing computer documents for accuracy, maintaining a supply of forms, check property matches on all applicant/recipient; separate numerous computer reports for caseworkers and supervisor; provide typing and other clerical support for the WFFA Unit; back-up clerical duties for the Medicaid and Food Stamp Units. Clerical duties may be assigned as needed due to changes required in WFFA Program. Completes housing and bank verifications for WFFA and Medicaid.

### Knowledge, Skills, and Abilities

Knowledge of:

- Office practices and procedures
- Arithmetic and its uses in general office work

Ability to:

- Type with accuracy at the speed of 35 correct words per minute(\*see below)
- Use judgment in organizing and establishing arrangement and format
- Perceive errors in content or inappropriate information within documents typed
- Communicate effectively both verbally and in writing
- Plan, organize, prioritize and schedule work independently
- Locate files in numerical or alphabetical filing systems
- Summarize, compile and tabulate narrative and numerical material
- Organize and effectively process and maintain records and documents
- Coordinate work assignments with other individuals
- Interpret and analyze applicable program content and make necessary decisions
- Compose independently following established guidelines
- Schedule and coordinate a variety of appointments
- Operate computer equipment and access computer data bases

### Minimum Education and Experience Requirements

Graduation from high school and two years of clerical experience. Related education or technical training may be substituted for experience on a year for year basis, transcripts must be provided. At least one year of clerical experience should have involved considerable responsibility in maintaining or processing records or documents. Prefer one year of experience in a Social Service setting.

### Special Requirements

**\*A State Employment Security Commission typing test is required. Applicant is responsible for arranging for testing. Typing test results (must be at least a minimum of 35 correct words per minute) must be submitted with application.** Must have a valid driver's license and be in compliance with the Onslow County's insurance regulations.