



DEPARTMENT OF SOCIAL SERVICES
P.O. Box 2429 • Fayetteville, North Carolina 28302-2429
(910) 323-1540 • Fax (910) 677-2852

NOTICE OF VACANCY

November 18, 2011

POSITION #: 151-04-253

CLOSING DATE: December 1, 2011

TYPE OF VACANCY: OFFICE ASSISTANT III/WF

SALARY GRADE: 57

ANNUAL SALARY: \$23,443

CONDITIONS OF EMPLOYMENT: (The selected applicant will be subject to the following conditions prior to appointment). Failure to complete or fulfill these conditions may result in withdrawal of the conditional employment offer. Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be a basis for withdrawal of the conditional employment offer. Criminal background check required. Has or is able to obtain a valid North Carolina Drivers License. Basic computer literacy is required to successfully meet expectations of this position. Competence in Windows, Word, and e-mail are essential. **Person must be tested through the Employment Security Commission passing the computer skills test with overall score of 50% for MS Word and Excel 2000. Person must also pass spelling exam with a score of 60 or above correct words.**

MINIMUM EDUCATION & EXPERIENCE REQUIRED: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

ADDITIONAL QUALIFICATIONS: This position requires the ability to effectively exercise excellent communication, organizational skills, and additionally possess good sound judgment skills. Substantial public contact is involved. This person must be proficient in various PC programs, able to use a calculator, FAX machine, various copiers, as well as being able to access information from state database. This person needs to possess good grammatical and verbal skills. This position requires at least one year of on-the-job training to become fully able to perform the duties and responsibilities.

....partnering with families and the neighborhoods where they live to plan and provide early help to vulnerable families....

DUTIES: This position is responsible for providing clerical support to the Economic Independence Branch. This employee will be responsible for customer tracking, scanning documents in the system, maintaining the workrooms, obtaining information from customers in order to sign them in to the appropriate program, directing customers within the agency to the proper section, typing correspondence, distributing mail, checking timesheets, ordering and distributing supplies, making copies, compiling packets for Information Sessions, filing, maintaining and performing minor repairs on copiers, processing finance requisition forms, logging information and maintaining excel spreadsheets and is expected to deal effectively with the public.

APPLICATION: All agency employees should contact SHARON YOUNG, at Ext. 2590, or sharonyoung@ccdssnc.com or MARTA FUSSA, at Ext. 2599, or martafussa@ccdssnc.com. All other applicants should mail a State Application (PD 107) and their **test scores** to Cumberland County Department of Social Services, P.O. Box 2429, Fayetteville, NC 28302. **Applications must be received in this office by 5:00 PM (or if mailed, post marked) on the application closing date listed on this announcement.** *All applicants will be considered, but not necessarily interviewed.* Appointment to position within the Cumberland County Department of Social Services shall be made without regard to race, sex, age, religious preference, political affiliation, or handicapping condition.

*Applications can be downloaded at
http://www.co.cumberland.nc.us/human_resources/job_vacancies/dss.aspx
and can be located on the 1st floor of our agency.*

FAXED AND E-MAILED APPLICATIONS ARE NOT ACCEPTABLE.

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THE CUMBERLAND COUNTY DEPARTMENT OF SOCIAL SERVICES HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

CCDSS IS AN EQUAL OPPORTUNITY EMPLOYER

PLEASE INDICATE THE POSITION NUMBER(S) WHEN APPLYING.