November 29, 2016

NOTICE OF VACANCY
CUMBERLAND COUNTY SHERIFF'S OFFICE
DETENTION CENTER
DATA

POSITION TITLE: ADMIN. SUPPORT SPECIALIST **SALARY GRADE: 60**

POSITION #: CSO0938 **ANNUAL SALARY: $27,214**

APPLICATION CLOSING DATE: 12/12/2016

DUTIES: Under general direction, the purpose of this position is to perform technical-clerical office support work in the Data section of the Detention Center. Employee reviews, prepares and interprets various data integral to functions of the department to ensure accuracy and compliance with policies and procedures and provides secretarial and administrative support to the supervisor. Employee also answers telephone calls and responds to inquiries, composes and types material, establishes and maintains files and prepares and maintains computer databases. **Employee must be able to work a 12-hour day and night shift and must be able to work around inmates.** *Performs related work as required.*

MINIMUM TRAINING & EXPERIENCE: Graduation from high school or GED and demonstrated possession of knowledge, skills and abilities gained through at least two (2) years of office assistant, secretarial or records processing experience; or an equivalent combination of education and experience. **Applicants must take a typing test administered through any office of the NC Employment Security Commission. Typing test score (35 wpm) less than 1 (one) year old must accompany application when submitted**

SPECIAL REQUIREMENTS: DCI certifiable. *(Must be a U.S. Citizen to obtain a Division of Criminal Information (DCI) certification.)*

CONDITIONS OF EMPLOYMENT: Each applicant tendered an offer for employment with the Cumberland County Sheriff's Office will be tested for the use of drugs specified in the county policy. A thorough background check will be conducted and if selected, employee must submit fingerprints.

HOW TO APPLY: Employees of the Sheriff's Office must submit a letter of interest to Human Resources stating qualifications relating to **MINIMUM TRAINING and EXPERIENCE**. All others may obtain an application packet from Human Resources, 131 Dick Street, (Room 126), Fayetteville, N.C. 28301-5793 or go to www.ccsonc.org. Resumes will not be accepted in lieu of completed applications.

THE SHERIFF'S OFFICE HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS TO WORK IN THE UNITED STATES WHO ARE IN COMPLIANCE WITH THE IMMIGRATION AND REFORM AND CONTROL ACT OF NOVEMBER 6, 1986. HOWEVER, THERE ARE POSITIONS WITHIN THE SHERIFF'S OFFICE THAT MANDATE THE APPLICANT FOR THOSE POSITIONS BEING A UNITED STATES CITIZEN.

AN EQUAL OPPORTUNITY EMPLOYER

CCSO FORM 555 (Sept 97)