

NORTHAMPTON COUNTY
NOTIFICATION OF POSITION VACANCIES

Department: Northampton County Social Services Department

Position Title: Public Information Assistant IV

Position Grade: 59

Salary Range: \$ 23,011 - \$ 40,606

Normal Hiring Range: \$ 23,011 - \$ 24,176

Posting Date: April 27, 2018

Contact Personnel Office: Sondra B. Vann - DSS

Deadline for Applying: May 7, 2018 at 5:00 p.m.

Brief Job Description: Educational/Special Requirements

PLEASE SEE ATTACHED

PUBLIC INFORMATION ASSISTANT IV

Northampton County Department of Social Services has a vacant Public Information Assistant IV position. Work in this position involves serving as the switchboard operator and back-up for main receptionist. Must have good telephone etiquette and the ability to work closely with other people. Computer skills required. Other clerical tasks include data entry, inquiries, typing and filing, preparing and maintaining records/reports. Must possess good communication skills. Minimum Education and Experience: Graduation from high school and demonstrated possession of knowledge's, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience. All qualified applicants must complete a State Application (PD-107) and submit before the closing date to:

Sondra B. Vann

Northampton County Dept. of Social Services

P. O. Box 157

Jackson, N. C. 27845

Closing date for receipt of applications is Monday, May 7, 2018 at 5:00 p.m. Applications will also be accepted at the NCWORKS office, 116 West 3rd Street, Roanoke Rapids, N. C. 27870. Northampton County is an EOE, complies with ADA requirements and hires only U. S. Citizens and lawfully admitted aliens. All successful candidates will be required to submit to a substance abuse test and a criminal history record check.