

# NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

03/01/2018

## OFFICE ASSISTANT IV

Northampton County is accepting applications for a full-time Office Assistant in the Sheriff's Office to perform a variety of clerical, secretarial and support duties. This position requires the applicant to be familiar with office equipment and to have computer knowledge. The candidate must have the ability to be tactful and courteous to the general public.

***Education/Requirements:*** Graduation from high school and two years' experience as an office assistant, secretary or related position; or an equivalent combination of education and experience. Pass all test(s) required by the State of North Carolina to issue gun permits. Maintain knowledge of gun permit laws and processes. Pass the DCI and NCIC training(s) required to run records checks on applicants.

Apply at the Division of Employment Security (DES)  
Becker Village Mall, Roanoke Rapids NC  
or mail application to: HR Dept., PO Box 367, Jackson NC 27845  
or apply in person at the  
NORTHAMPTON COUNTY HUMAN RESOURCES DEPARTMENT  
107 Thomas Bragg Drive, Jackson NC

**➔ SUBMIT A NORTHAMPTON COUNTY APPLICATION**

Available @ [www.northamptonnc.com](http://www.northamptonnc.com)

Normal Hiring Salary Range  
Grade 59 - \$23,013 to \$24,177

**Closing Date/Postmark: March 12, 2018**

Northampton County Is An Equal Opportunity Employer And Hires Only U.S. Citizens And Lawfully Admitted Aliens.  
Northampton County Is A Drug-Free Workplace.  
*All Candidates Will Be Subject To Background Checks/Drug Testing As A Condition Of Employment.*

## **Office Assistant IV**

### General Statement of Duties

Performs a variety of clerical, secretarial, or support duties in an office requiring an understanding of the unit's services, and performs with considerable independence and substantive knowledge in the performance of special assignments relating to the Sheriff's office.

### Distinguishing Features of the Class

Employees in this class perform a variety of clerical and administrative support duties. Work generally requires that employees handle day-to-day activities such as information processing and referral. Unusual situations may be referred to others for guidance. General knowledge of the Sheriff's office procedures, policies and related functions are needed. Guides may include a variety of written manuals and instructions, as well as oral instructions. Some judgment is required in selecting and applying the appropriate guide; deviations from established procedures may be referred to others.

### Duties and Responsibilities

#### Essential Duties and Tasks

Serves as receptionist and clerical support to departments or programs; screens calls and inquiries; secures and gives information.

Receives and greets visitors; gives information concerning visitor's needs.

Secures information via telephone or personal contact; selects appropriate materials to answer questions; may process mail for the unit.

Operates automated equipment in the office to generate correspondence, memoranda, notes, minutes, reports, bills, or other materials; review work for compliance with instructions, spelling, punctuation and basic grammar; proofreads final copies of materials.

Types a variety of forms, letters, or other materials.

Reviews and verifies records and reports for correct information; processes documents based on review and verification; files and retrieves materials based on limited information and performs periodic follow-up activities.

Input data into computer system; verifies and edits data and corrects as necessary.

Screens and routes materials according to content of communications.

Receives payment for monthly bills and may participate in making daily deposits.

#### Additional Job Duties

Pass all test(s) required by the State of North Carolina to issue gun permits.

Maintain knowledge of gun permit laws, program and processes.

Pass the DCI and NCIC training(s) required to run records checks on applicants.

May process purchase requests or other forms for the department.

May handle cash transactions for the department.

Provides backup assistance to other roles in the department.

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

- Working knowledge of office practices and procedures
- Working knowledge and ability to use correct grammar, vocabulary and spelling.
- Working knowledge of arithmetic and its uses in general office work
- Ability to communicate effectively in person and by telephone.
- Ability to gather and give basic information and instructions on departmental programs based on inquiries.
- Ability to learn a general knowledge of persons and departmental programs
- Ability to be tactful and courteous.
- Ability to gather and compile materials from a variety of sources.
- Ability to operate any office machines at the speed required by the position such as automated cash register, word processor, typewriter, calculator or other equipment.
- Ability to use judgment in organizing and establishing priorities of the work assigned.
- Ability to record information and balance figures.
- Ability to compile information based on general instructions.
- Ability to arrange and place records, reports and files into a proper sequence.
- Ability to establish and maintain effective working relationships with supervisors, employees and the general public.

### **Desirable Education and Experience**

- Graduation from high school and two years experience as an office assistant, secretary or related position; or an equivalent combination of education and experience.

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of stooping, reaching, standing, walking, pulling, lifting, fingering, grasping, talking, hearing and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Some positions assigned to this class may require light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a typewriter or computer terminal, and determine the accuracy, neatness, and thoroughness of the work assigned.