

**NORTHAMPTON COUNTY
NOTIFICATION OF POSITION VACANCIES**

Department: Northampton County Social Services Department

Position Title: Income Maintenance Caseworker II

Position Grade: 63

Salary Range: \$ 26,623 - \$ 46,981

Posting Date: February 3, 2012

Contact Personnel Office: Sondra B. Vann - DSS

Deadline for Applying: February 13, 2012, at 5:00 p.m.

Brief Job Description: Educational/Special Requirements
(See Personnel for detailed job description)

PLEASE SEE ATTACHED

INCOME MAINTENANCE CASEWORKER II

Northampton County Department of Social Services has a vacant Income Maintenance Caseworker II position. Work at this level involves interviewing clients to obtain information, completing initial applications, verifying information obtained, determining eligibility and completing scheduled program reviews. Ability to speak Spanish would be positive.

Considerable knowledge of the program area of assignment. Good mathematical reasoning and computation skills. Ability to read, analyze and interpret rules, regulations and procedures. Must possess a valid state driver's license. One year of experience as an Income Maintenance Caseworker for the Income Maintenance Caseworker II level.

Candidates may be considered at the Income Maintenance Caseworker I level which requires as a minimum graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks. **Closing date for receipt of applications is Monday, February 13, 2012**, at 5:00 p.m. **All qualified applicants must complete a State application form (PD-107), attach an official college transcript – if applicable**, and submit before the closing date to: Sondra Vann, Northampton County Dept. of Social Services, P. O. Box 157, Jackson, N. C. 27845.

Applications will also be accepted at ESC, 945 Park Ave., 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.