

JOB VACANCY ANNOUNCEMENT (2 Positions)

POSITION: Public information Assistant IV (Bi-lingual Preference)
DEPARTMENT: Duplin County Social Services
SALARY: Grade 59 Starting Salary: \$11.3274 Hourly / \$23,561 Annually
OPENING DATE: September 8, 2017 **CLOSING DATE:** September 22, 2017
5:00 P.M.
APPLY AT: Duplin County Personnel Office
County Administration Building - 224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

The purpose of this position is to provide clerical office support. Employees in this classification perform routine and moderately complex secretarial work. Position is responsible for processing a variety of reports, forms and correspondence, meeting and greeting the public in the reception area and on the switchboard and picking up and delivering the mail. Employees perform related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

This list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Maintains reception areas, which includes greeting clients, logging information brought in, and directing clients and/or visitors to appropriate worker. Maintains reception logs of everyone coming to their area.

Picks up the mail, helps process incoming mail.

Issues Fishing Licenses for to eligible clients once eligibility has been verified.

Date stamps and logs all mail received and puts in appropriate Supervisor's box.

Maintains worker application rotation log.
Back up the switchboard.

Works in disaster shelters as deemed necessary.

Attends supervisory conferences, staff meetings and training.

Performs other duties as assigned.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists other clerical workers when time permits.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by one (2) years of previous experience and /or training involving office or secretarial work; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Must have a valid N. C. driver's license. Must have access to use a motor vehicle for travel to transport or pick up mail when needed. Must pass a computer competence test as set forth in county personnel guidelines.