

JOB VACANCY ANNOUNCEMENT

(CORRECTION)

POSITION: Public Information Assistant IV
DEPARTMENT: Duplin County Social Services
SALARY: Grade 59 Starting Salary: \$11.3274 Hourly / \$23,561 Annually
OPENING DATE: November 8, 2018 **CLOSING DATE:** November 23, 2018
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 them into client tracking program, and directing clients/visitors to appropriate worker. Also logs information brought into agency by clients. Performs computer inquiries into different state systems, obtaining printouts of information necessary to determine eligibility by Income Maintenance Caseworkers.
Maintains the agency switchboard and processes/routes all incoming calls for the entire agency.
Picks up the mail, processes and date stamps all incoming mail to include courier mail, distributes to appropriate unit supervisor mail receptacle.
Issues Fishing Licenses to eligible clients once eligibility has been verified.
Prepares correspondence for mailing for Child support.
Maintains worker application rotation log.
Backup for maintaining spreadsheet and transmittals of Voter Registration forms, and forwarding to Board of Elections.
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.
Assists other units with filing and related functions.
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.