

VACANCY ANNOUNCEMENT

Date: December 20, 2021

Greene County Department of Social Services

227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE: January 10, 2022

OFFICE ASSISTANT IV - SERVICES

Position #: 179-04-305 Salary Grade: 59

Salary Range: \$24,176 - \$30,825 Starting salary may be lower if not fully qualified

Permanent Full Time: 8 am to 5 pm Monday through Friday

DESCRIPTION

The primary purpose of this position is to provide support to administrative, program and technical operations. Performance will include a variety of ongoing work functions that includes a diversity of record upkeep, reports and filing activities, office equipment operation, letter composition, some public contact and other general office duties.

EDUCATION AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

HOW TO APPLY

A STATE (PD-107) APPLICATION FORM IS REQUIRED.

You may download the State (PD-107) application form from the Greene County site at:

<https://greenecountync.gov/departments/social-services/>. Select DSS & Health Department PD107 Application or search NCPD107.

Applications must be completed in full. Do not leave any boxes blank - fill with N/A when needed. Do not write "see resume" in lieu of filling out the education and work history. Application must be signed to be considered.

Please mail applications and transcripts to the attention of Michelle Shackelford at Greene County DSS 227 Kingold Blvd; Suite A Snow Hill, NC 28580. Application may be faxed to (252) 747-7553 or e-mailed to michelle.shackelford@greenecountync.gov

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.