VACANCY ANNOUNCEMENT

Date: November 04, 2026

Greene County Department of Social Services
227 Kingold Blvd; Suite A
Snow Hill, NC 28580

CLOSING DATE:

PUBLIC INFORMATION ASSISTANT IV

Position #: 179-04-303 Salary Grade: 59 **POSITION WILL NOT BE AVAILABLE TILL JAN 4, 2**

Hiring Salary: $33,756 Starting salary may be lower if not fully qualified

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

DESCRIPTION

The major purpose of this position is to provide public contact. This position will answer incoming calls and transfers calls to the appropriate staff and will greet clients and inform them of the right to apply and these duties account for the majority of the worker's time. This position shares all receptionist duties with a second Public Information Assistant IV. This position is also responsible for opening the office in the morning and checking night call messages and forwarding to the appropriate staff and locking doors at the end of the day. This person will provide clients with paperwork to complete to apply for assistance including voter registration forms and assist with completion of forms, if needed. This person will also gather information to refer the client to the appropriate program area. This position will also make copies of any client paperwork to attach with application.

EDUCATION AND EXPERIENCE

Graduation from high school and demonstrated possession of knowledges, 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 NCPD107 Job Application. **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 Greene County HR 229 Kingold Blvd; Suite D Snow Hill, NC 28580. Application may be e-mailed to human.resources@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.

9/17/2026

026