



Ashe County Department of Social Services
150 Government Circle, Suite 1400
Jefferson, NC 28640

RECRUITMENT NOTICE

POSITION: OFFICE ASSISTANT-III
Permanent, full-time position
Position #5310-201-16

SALARY: Grade 59 -- \$30,000 - \$42,120

APPLICATION PERIOD: October 11, 2018 – October 22, 2018

NCFAST EXPERIENCE PREFERRED
FLUENCY IN SPANISH PREFERRED

DUTIES:

Employee will perform a variety of office assistant tasks as generalists in support of administrative, program or technical operations. Employee will perform a variety of ongoing work functions that include records, reports, and filing activities. This position includes public contact, office equipment operation, composition, and other general office duties. Work requires a knowledge and use of applicable office equipment systems and related technology. Excellent computer skills are essential as this employee will be using several software programs such as NCFAST, a document management system, and others. Employee is required to open or assist in the operation of a community shelter in the event of an emergency.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of office or work unit procedures, methods and practices; general knowledge of and ability to use correct spelling, punctuation and specialized vocabulary; ability to proofread; general knowledge of office accounting and record keeping procedures, mathematics and their application in the work environment; ability to learn and apply a variety of guidelines applicable to the work process; ability to use a variety of office equipment; ability to work with people with courtesy and tact in performing public contact duties; ability to record and compile information based on general guidelines.

MINIMUM TRAINING AND EXPERIENCE:

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

APPLICATION PROCESS:

Please submit a State application (Form PD 107), resume, cover letter, and a copy of transcript from the institution where the applicant received the highest degree. An official transcript may be requested subsequently.

Internal applications may be submitted to Lori Trent.

Applications for external candidates must be submitted to the NC Works Office, 626 Ashe Central School Road, Unit 5, Jefferson, NC 28640 or online at <https://www.ncworks.gov>.

Incomplete applications or applications received after 1:00 pm on October 22, 2018 will not be accepted. Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office; therefore, persons who submit incomplete applications may not receive full credit for their education, training, and experience. Verification for education and work experience is taken solely from information listed on the application Form PD-107. Applicants will not automatically be given credit based on their position title.

SELECTION PROCESS:

Selection will include use of a structured interview to select the best applicant for the position. Applications are rated by the State Personnel Division for training and experience. Candidates will be subjected to a background check and drug screening.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER