



Ashe County Department of Social Services
150 Government Circle, Suite 1400
Jefferson, NC 28640
(336)-846-5719

RECRUITMENT NOTICE

Position: **Administrative Officer I – DSS Administration**
Position #5310-102-16, Permanent Full-time

Salary: Grade 69 \$50,946

Application Period: March 11, 2024 – March 20, 2024

JOB RESPONSIBILITIES:

This position assists the DSS Director in Human Resources activities, including devising effective recruitment techniques, fostering retention of current employees, implementing and maintaining performance appraisal processes, and other similar tasks. Employee provides support to the DSS Director in relation to agency management activities, including devising and implementing new or updated work methods; the development and dissemination of Agency policies and rules; maintenance of records; and developing and updating public relations materials. Employee will confer with management representatives of other county and state departments on administrative service problems. Work involves developing and maintaining productive and collaborative work relationships and assessing and responding to DSS management and staff needs. Employee is expected to maintain confidentiality of all information.

Work is performed under general to limited supervision. Employee may be required to adapt procedures to address changing situations, needs and/or deadlines. Duties may include scheduling events, conducting training, and/or securing information for the use of higher-level officials in preparing speeches, articles and reports.

The employee is required to assist in the operation of a community shelter in the event of an emergency.

KNOWLEDGES, SKILLS & ABILITIES:

Considerable knowledge of modern office procedures, practices, and equipment. General knowledge of the principles and practices of public administration and business

administration. Considerable knowledge of personnel policies and practices. Ability to exercise judgment and discretion in applying and interpreting policies and procedures. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationships with associates, officials and the public. Ability to express comments and opinions clearly and concisely in oral or written form. Ability to keep sensitive information confidential.

MINIMUM TRAINING & EXPERIENCE

Graduation from a four-year college or university and one year of experience in personnel, public relations, employee engagement, research or administrative management; or an equivalent combination of training and experience.

APPLICATION PROCESS:

All applications must include a signed State Application for employment (PD 107 located on the Ashe County website), a cover letter, resume, and a copy of the transcript from the institution where the applicant received the highest degree. An official transcript will be required upon employment.

Completed applications must be submitted to the Ashe County Department of Social Services. Applications may be dropped off in person or mailed to 150 Government Circle, Suite 1400, Jefferson, NC 28640 (Attn: Angie Ritter); submitted by fax to Angie Ritter at 336-846-5779 or emailed to angieritter@ashecountygov.com. All documents must be received prior to 5:00 p.m. on March 20, 2024.

Incomplete applications or applications received after 5:00 p.m. on March 20, 2024, 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. 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 Office of State Human Resources for training and experience. Candidates will be subjected to a background check and drug screening.

ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER