

**NORTHAMPTON COUNTY
NOTIFICATION OF POSITION VACANCIES**

Department: Northampton County Social Services Department

Position Title: Processing Assistant IV

Position Grade: 59

Salary Range: \$ 31,606 - negotiable

Posting Date: Monday, November 13, 2023

Contact Personnel Office: Sondra B. Livesay - DSS

Deadline for Applying: Friday, December 1, 2023 at 5:00 p.m.

Brief Job Description: Educational/Special Requirements
(See Personnel for detailed job description)

PLEASE SEE ATTACHED

PROCESSING ASSISTANT IV

Northampton County Department of Social Services has a vacant Processing Assistant IV position. Employee in this position reports to the Adult Medicaid Supervisor and is responsible for a wide range of clerical tasks including data entry, typing, filing, preparing and maintaining records and reports. Records maintained by this position may be subject to audit by the State Office.

Knowledge, Skills, and Abilities: Significant knowledge of Microsoft Office programs, accounting procedures, mathematics and their application in the work environment; must possess the ability to exercise independent judgment, to plan and organize work efficiently, to interpret policies and communicate effectively in oral and written form. Must maintain strict confidentiality.

Minimum Education & 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. Computer skills preferred. Qualified applicants must complete a State application form (PD-107), attach an official college transcript – if applicable, and submit before the closing date to:

Sondra B. Livesay

Northampton County Dept. of Social Services

P. O. Box 157, Jackson, N. C. 27845

Closing date for receipt of applications is Friday, December 1, 2023; at 5:00 p.m.

Applications will also be accepted at NC WORKS, 406 Premier Blvd, Roanoke Rapids, N. C. 27870. Northampton County is an EOE, complies with ADA requirements and hires only U.S. Citizens and lawfully authorized aliens. All successful candidates will be required to submit to a substance abuse test and a criminal history record check.