**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**PROCESSING ASSISTANT IV**

**DESCRIPTION OF DUTIES:** This position functions in the administrative unit of the Department of Social Services. This position is responsible for the purchasing of supplies and equipment for use by the agency staff; arranging hotel/motel accommodations, car rentals, and airline reservations as needed for agency staff attending off-site training workshops and other meetings; and generating billheads for transportation services rendered to Medicaid eligible clientele. This position is also responsible for copy machine maintenance throughout the agency; maintaining invoices/files regarding payments to foster homes and group homes; keying 5094, 5095, and placement forms; issuing clothing vouchers as related to the care of foster children. This position is responsible for monitoring spending related to State Foster Homes, IV-E Foster Homes and Foster Care Clothing. This position collects all Program Integrity and Child Support fees via walk-ins or mail-ins and prepares deposits and prepares/maintains reports pertaining to foster care and fee collections. This position reports to the Business Officer I.

**KNOWLEDGE, SKILLS AND ABILITIES:**  Significant knowledge of office procedures, methods and practices. Operational knowledge of computer applications and programs. Knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials. Ability to record, compile and summarize, and perform basic analysis of narrative and numerical materials. Ability to learn and independently apply laws, departmental rules and regulations in the performance of assigned duties. Ability to learn programs and services and apply this knowledge in problem-solving and responding to questions and inquiries. Ability to use judgment in coordinating and monitoring office procedures and work flow. Ability to schedule and coordinate a variety of appointments, meetings, and/or conferences. Must possess the skills and abilities to perform accounting procedures to include payables and receivables.  Possess the ability to design, create, and produce professional correspondence, statistical information, graphs, tables and spreadsheets.  This position must possess the ability to edit, compose, create, revise, organize and produce documents that are suitable for use by the agency.  Possess the ability to work under strict deadlines and to maintain diplomatic contact with the public and agency personnel. Possess the ability to adapt to a changing work environment and to be flexible.  Position must have the ability to lift a minimum of 30lbs.

**MINIMUM REQUIREMENTS:** Graduation from High School and two years of office assistant, secretarial or processing assistant experience, or an equivalent combination training and experience.

**APPLICATION PROCESS:** Interested applicants must contact Division of Workforce Solutions at 289 Corporate Drive Suite B, Lumberton, NC or (910) 887-6950.  Applicants not referred by DWS will not be considered.  PD-107 application & copy of college transcript, if applicable, must be received at DWS in Lumberton by 5:00 PM on September 13, 2023.  A review of qualifications, employment history and criminal history will determine who is selected for the structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson by 5:00 PM on September 13, 2023.

**SALARY RANGE:** $33,553.92 **GRADE:** 64

**POSTED:** August 14, 2023

**Robeson County Department of Social Services is an Equal Opportunity Employer.**