



**TAMMY SCHRENKER**  
**DIRECTOR**

**DEPARTMENT OF SOCIAL SERVICES**

1000 NORTH FIRST STREET, SUITE 2  
ALBEMARLE, NORTH CAROLINA  
28001

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**JOB OPPORTUNITY**

**POSITION:** OSSOG IV  
**LOCATION OF POSITION:** 1000 North First St., Suite 2  
Albemarle, North Carolina  
**SALARY:** \$25,025  
**POSITION AVAILABLE:** October 3, 2016

**DUTIES AND RESPONSIBILITIES:** The administrative unit provides support to the entire agency. The following are responsibilities of the administrative staff: reception, switchboard, incoming/outgoing mail, entering and retrieving data on the computer, records management, scanning and other administrative duties as assigned. This position has contact with the public both in person and on the telephone. Proficient computer skills are required.

**MINIMUM TRAINING AND EXPERIENCE:** Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistance/secretarial science experience; or an equivalent combination of training and experience.

**ADDITIONAL REQUIREMENTS:** Must have valid NC driver's license and reliable transportation. All applicants tentatively selected for this position will be required to submit to a urinalysis to screen for illegal drug use. A criminal records check and a driver's license check will be conducted. Computer skills preferred.

**RECRUITMENT PERIOD:** September 16, 2016 through 5:00 pm on September 30, 2016.

**HOW TO APPLY:** A fully completed State of North Carolina for Employment Application form (PD107) is required. Resumes will only be accepted if accompanied by a fully completed PD107.

**WHERE TO APPLY:** NC Works Career Center  
2215 US Hwy 52 North  
Albemarle, NC 28001

Applications will be reviewed to select the best qualified applicants for admission to an interview.

**STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**