



## Stanly County Health Department

1000 North First Street, Suite 3  
Albemarle, NC 28001  
(704) 982-9171  
Fax (704) 982-8354

Dennis R. Joyner, MPH  
Director

2-10-14

### POSITION ANNOUNCEMENT

Position Classification: Processing Assistant IV (OSSOG IV)

Agency: Stanly County Health Department (WIC Program)

Salary Grade / Range: \$24,173 - \$36,258 Grade 60

Closing Date for Receipt of Application: 2/19/14 at 5:00 PM

Description of Duties: Must possess good public relations skills and be able to work independently with people using courtesy and tact. Performs a variety of tasks in the WIC Program in addition to anthropometric and biochemical data responsibilities of participants. Provides clerical support and computer responsibilities including the processing of clients, determining eligibility, scheduling appointments, initiating new medical records, phone contacts, reconciling reports, providing basic nutrition information to participants and follows protocol for breastfeeding referrals.

Preferred Qualifications: Must be able to perform both anthropometrics and biochemical required lab procedures. Computer and Spanish speaking skills a plus.

Minimum Qualifications: Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least two years of office assistant experience.

Special Requirements: Valid N.C. Drivers License.  
Pre-Employment Drug Screening

Submit **State** Application (PD107) To: Employment Security Commission  
2215 US 52 North  
Albemarle, NC 28001

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