



STANLY COUNTY
DEPARTMENT OF SOCIAL SERVICES
1000 NORTH FIRST STREET, SUITE 2
ALBEMARLE, NORTH CAROLINA
28001
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JOB OPPORTUNITY

POSITION: OSSOG IV (Part Time – 18 Hours Per Week)

LOCATION OF POSITION: 1000 North First St., Suite 2
Albemarle, North Carolina

SALARY: \$13.82 per hour

POSITION AVAILABLE: October 17, 2018

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. Must be flexible in work hours.

RECRUITMENT PERIOD: October 10, 2018 through 4:30 on October 24, 2018

HOW TO APPLY: Stanly County employees who are interested in applying for this position may submit an updated resume and application to the Human Resources Office. All other applicants must apply at the NC Works Career Center, 944 N First Street, Albemarle, NC 28001. (704) 982-2183. Applications are available on the Stanly County website and the NC Works Career Center. A fully completed Stanly County application is required.

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

STANLY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.