Memo

To: All Interested Candidates
From: Karen Ensley, Human Resources Director
Date: July 14, 2020
RE: Job Posting – One (1) Full Time Processing Assistant III

Department of Social Services

Duties and Responsibilities: This position will provide support to the staff of the Family & Children’s Services unit and the Continuous Quality Support team. Responsible for providing direct, daily support including management of records, computer data and files, public interface, composition and document preparation, scheduling of agency fleet vehicles, and coordination of meetings.

Qualifications: High degree of competence in understanding and using Windows-based computer software applications including MS Office Professional (Word, Excel, Access, Outlook, and PowerPoint), network and internet software, and other applications. Ability to maintain accuracy of work and to prioritize and re-prioritize responsibilities and assignments to meet strict deadlines; ability to communicate confidently with the public on the phone and in person and to exhibit sensitivity while maintaining client confidentiality; ability to work as part of a team to support the function of the team as a unit; ability to establish and maintain working relationships; ability to maintain open communications; and ability to plan and execute work effectively.

Graduation from high school or GED and one year of clerical experience, preferably in an administrative or processing assistant role.

Pre-employment drug test and background checks required of finalist applicants.

Applications must be obtained, fully completed, and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Refer to the Additional Applicant Information section for more detailed instructions. Applications may also be obtained at the Henderson County NCWorks Career Center, Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731

The deadline for application is: 5:00 pm on July 28, 2020

Starting rate: $13.26 per hour
Grade: 62A