

**THE SURRY COUNTY DEPARTMENT OF SOCIAL SERVICES  
DOBSON, NORTH CAROLINA 27017**

**KRISTY PRESTON  
DIRECTOR**

**TELEPHONE  
(336)401-8700**

**RECRUITMENT ANNOUNCEMENT**

**POSTING DATE:** April 17, 2019

**POSITION:** Processing Assistant III (Two Positions)

**RESPONSIBILITIES:** This position is a clerical position assigned as support to the Administrative Unit. Primary responsibilities may include preparing reports, such as Non-Emergency Transportation (NEMT), payroll summaries, filing and posting payments. Other duties may include greeting the public; screening and directing clientele; accessing records and reports; keying, reviewing and matching computer-generated forms; copying; faxing; imaging, as well as other duties as assigned and needed.

Computer and typing skills as well as the ability to operate basic office equipment are required.

This person must be flexible, must be able to work well with others, and must be able to function professionally under stress.

**MINIMUM EDUCATION AND EXPERIENCE:** High School Graduate or Equivalent and at least one-year clerical related experience.

**POSITION AVAILABLE:** Immediately

**HIRING GRADE:** Grade 57 - \$23,172

**APPLICATION PROCESS:** Applications will be taken at the NC Works Career Center, 541 West Pine Street, Mount Airy, NC 27030 (336-786-4169) or at the Surry County Human Resources Office, 114 W. Atkins St., Dobson, NC (336-401-8221) until 5:00 pm on the closing date.

**APPLICATION DEADLINE:** May 2, 2019 - 5:00 p.m.

**SURRY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE BECAUSE OF AGE, SEX, RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, OR DISABLING CONDITION.**

**SURRY COUNTY IS A DRUG FREE WORK PLACE**

**ALL PROSPECTIVE EMPLOYEES MUST SUCCESSFULLY PASS DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS AS A CONDITION OF EMPLOYMENT**