

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

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DIRECTOR

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RECRUITMENT ANNOUNCEMENT

**POSTING DATE:** May 22, 2024

**POSITION:** OSSOG III

**JOB DESCRIPTION:** This position is a clerical position assigned to the Administrative Support Unit. Duties include greeting and registering visitors to the agency, answering and routing telephone calls, keying, accessing records and reports, copying, faxing, imaging, processing mail, and other duties as assigned. Applicants should be able to multi-task, work in a busy office environment, be self-directed and a team player. Applicants must be able to apply proper telephone etiquette; be tactful and courteous with the public and interdepartmental employees; type accurately at a moderate rate of speed; and utilize proper spelling and grammatical skills. Final candidates will be tested during the interview process.

**MINIMUM EDUCATION EXPERIENCE:** Graduation from high school and one year of clerical experience. Experience with multi-line telephone and reception preferred.

**HIRING RATE:** GRADE 57 \$26,573 - \$42,752

**POSITION AVAILABLE:** Immediately

**APPLICATION DEADLINE:** May 31, 2024

**APPLICATION PROCESS:** Applications will be taken at NC Works Career Center, 942 West Pine Street, Mount Airy, NC (phone 336-415-6120), by calling the Surry County Human Resources Office at 336-401-8221 or by going online to the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us. A complete list of duties and analysis of physical demands is available for review.

**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**