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P.O. Box 369
208 E. McKay St.
Vickie K. Smith
Director

Department of Social Services

Elizabethtown, NC 28337

November 18, 2016

RECRUITMENT ANNOUNCEMENT

POSITION: Office Assistant III

SALARY GRADE: 57 (\$22,177)

STATUS: Permanent, full-time

DUTIES: Process agency records, reports, and file activities. Perform data entry and terminal input functions. Perform supportive clerical functions required for the program supervisors and caseworkers.

EDUCATION AND EXPERIENCE: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least one year of office assistant/secretarial experience; or an equivalent combination of training and experience.

APPLICATION PROCESS: Please complete **Bladen County application** through the:

The Division of Employment Security- NC Works
401 Mercer Mill Road
Elizabethtown, NC 28337

Applications for this position will be accepted through November 30, 2016

In compliance with the Immigration Reform and Control Act of 1986, Bladen County will employ only those individuals who are U.S. citizens, or legal aliens authorized to maintain employment in the United States.

BLADEN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER