Memo

To: All Interested Candidates
From: Jan Prichard, Human Resources Director
Date: March 24, 2015
RE: Job Posting – One (1) Full Time Office Assistant III
Henderson County Social Services

Duties and Responsibilities: This position will provide quality, timely support to staff of the Family and Children’s Services unit, which includes investigations, treatment and child placement services. The position is responsible for providing direct, daily support including management of records, computer data and files; public interface; composition and document preparation, mail and message handling for one or more social work team(s) (social work supervisor and 5-6 caseworkers). Additional position responsibilities such as the preparation of criminal records checks, and back-up for other members of the Services Clerical team, supporting the needs of the entire Family and Children’s Services unit. Some functions of the position, such as mail distribution coverage serves the agency as a whole.

Qualifications: Well versed in current office technology and practices. High degree of competence in understanding and using Windows-95 based computer software applications including Microsoft Office Professional programs Word, Excel, Access, Outlook and Power Point, network and internet software and other applications. Able to concentrate and maintain accuracy of work in a sometimes hectic environment. Ability to prioritize and re-prioritize responsibilities and assignments to meet strict deadlines. Able to communicate confidently with the public on the phone and in person and to exhibit sensitivity while maintaining client confidentiality. Able to work as part of the Services Clerical Support team and to actively support the functions of the team as a unit. Able to establish and maintain effective working relationships with supervisors, associates, clients and other community professionals and to maintain open and positive communications. Expresses ideas clearly and concisely, both orally and in writing. Plans and executes work effectively. Can locate information and answer questions both in-house and from the general public.

Must have graduate from high school or obtained a GED and possess a minimum of one year clerical experience, preferably in an administrative or processing assistant role.

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

Applications must be obtained and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at and submitted to the Employment Security Commission, 26 Francis Rd, Hendersonville, NC 28792.

Deadline for application is: Tuesday, April 7, 2015

Starting Rate: $12.07
Grade: 62