



Sarah Tyson
Human Resources Director

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RECRUITMENT ANNOUNCEMENT

POSITION: Income Maintenance Caseworker II
(Will accept work-against)

GRADE: 56

BEGINNING SALARY: \$35,412.02 Annually (For fully-qualified IMC II)

LOCATION OF POSITION: Social Services Building, 2793 Caratoke Highway, Currituck, North Carolina 27929

POSITION AVAILABLE: Immediately

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.

To qualify for Income Maintenance Caseworker II, applicant must have one year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

We will accept a work-against, which means we will hire an Income Maintenance Caseworker I and train for the Income Maintenance Caseworker II position. (The starting salary for the IMC I work-against position will be \$31,543.85.)

JOB DESCRIPTION: Primary purpose of this Income Maintenance Caseworker II position is to complete all functions in Program Integrity (40%) and Medicaid programs (60%) in the Social Services department. This position may coordinate Carolina Access and also take applications for Energy Programs (CIP/LIEAP), as well as Work First. This position is not a supervisor or lead worker. Position uses calculator, copier, fax machine, paper shredder, microfiche reader, computer and telephone. The work of Income Maintenance Caseworkers must be accurate and exact to avoid overpayments and underpayments. Good visual attention is needed in every phase of the job, since reading, writing, and using machines make up the duties. The employee may spend a large portion of some days reading computer screens.

SPECIAL JOB REQUIREMENT: Employment drug test, driver's history screen and criminal background check required of finalist applicant(s).

RECRUITMENT PERIOD: November 1, 2017 until filled.

JOB NUMBER: NC 10771146

HOW TO APPLY: Currituck County application required and can be accessed under "Quick Links" at www.currituckgovernment.com.

WHERE TO APPLY: Currituck County Human Resources
153 Courthouse Rd. #103
Currituck, North Carolina 27929
www.currituckgovernment.com

or Department of Commerce
422 McArthur Drive.
Elizabeth City, North Carolina 27909

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