



Sarah Tyson  
Human Resources Director

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## **RECRUITMENT ANNOUNCEMENT**

**POSITION:** Processing Assistant IV

**GRADE:** 52

**BEGINNING SALARY:** \$27,678.03 Annually

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

**POSITION AVAILABLE:** Immediately

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:** Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

General knowledge of office procedures and practices; ability to type and key data entry forms accurately; ability to communicate effectively in person and by telephone; to be tactful and courteous; answer inquiries; follow oral or written instructions; possess knowledge of computers, grammar, vocabulary, and spelling; as well as possess knowledge on the use of Microsoft Word and Excel.

**JOB DESCRIPTION:** Types and composes documentation; maintains logs; opens incoming mail; performs data entry of forms and completes agency deposits of funds daily. Performs agency receptionist duties, code and key accounts payable invoices and payroll processing. Operates computers, copiers, fax machines, a micro-cassette transcribing machine and a telephone system. This position is expected to use good judgment and act independently when necessary.

**SPECIAL JOB REQUIREMENT:** Must have valid North Carolina Driver License. Employment drug test, driver's history screen and criminal background check required of finalist applicant(s). Typing test required and **MUST** be submitted with application. Typing test may be taken at Currituck County Human Resources Office or the local North Carolina Department of Commerce. **Applicant must net 45 wpm.**

**RECRUITMENT PERIOD:** June 4, 2018 until filled.

**HOW TO APPLY:** Currituck County application required and can be accessed under "Quick Links" at [www.currituckgovernment.com](http://www.currituckgovernment.com).

**WHERE TO APPLY:** Currituck County Human Resources  
153 Courthouse Road #103  
Currituck, North Carolina 27929  
[www.currituckgovernment.com](http://www.currituckgovernment.com)

or Department of Commerce  
422 McArthur Drive.  
Elizabeth City, North Carolina 27909  
Job Number: NC 10885879

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