LEE COUNTY DEPARTMENT OF SOCIAL SERVICES

POSITION ANNOUNCEMENT

POSTING: **INSIDE-OUTSIDE 8/13/2012**

POSITION: Income Maintenance Caseworker I (Food Nutrition Services)

DATE AVAILABLE: August 27, 2012

SALARY/GRADE: GRADE 61, $30,320
RANGE $30,320-42,448

DUTIES/RESPONSIBILITIES: This position will be assigned to administer the application process and determine eligibility for Food Nutrition Services. This worker will be one of two primary intake workers responsible for taking applications from 8:00 AM – 5:00 PM daily as scheduled on the intake calendar. This worker will be responsible for approving benefits for the first month of eligibility for emergency applications and determining ongoing eligibility for each application taken. This worker will be required to interview applicants on a daily basis. This worker may also be required to take and process energy applications during energy season.

MINIMUM EDUCATION/EXPERIENCE: 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. (NC FAST knowledge and/or training preferred.)

Employees may be called upon in case of disaster, either natural or man-made, to serve the citizens of Lee County. This service, if required, will take precedence over duties described in this position vacancy announcement.

CLOSING DATE: August 21, 2012 at 5:00 P.M.

Submit a completed State Application to the attention of Lee County Department of Social Services Personnel Office, 530 Carthage Street, PO Box 1066, Sanford, NC 27331. **NO RESUMES ACCEPTED UNLESS A COMPLETED STATE APPLICATION FORM IS ATTACHED.**

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Pre-employment drug screening required.

EQUAL OPPORTUNITY EMPLOYER