

Position Number 51000071 Processing Assistant III (WIC)

Macon County Public Health

Salary: Grade 19 \$26,573.04 this position also qualifies for Premium Pay of an additional \$2.00 per hour worked through October 20,2024 or a maximum of \$14,000.00 whichever comes first

Closing date: Until Filled

Responsibilities

Employees in this position function as clerical support for the WIC program. General duties include verifying income and residency for program eligibility, documentation, filing, typing, processing paperwork, phone skills, data entry, and working with clinic patients.

Must have organizational skills and must be flexible and able to prioritize workloads and requests. This clerical position requires good communication skills and ability to work with people with courtesy and tact, as direct patient contact with both English and non-English speaking patients is a requirement.

Must have ability to screen communications based on predetermined guidelines to independently respond to and route inquiries. Must have ability to compile information based on general guidelines. Operation of various office machines as well as some lifting will be required.

General work hours are Monday through Friday 8 a.m. to 5 p.m. with some early morning or occasional evening and/or weekend work required to meet the public health needs of the community.

Minimum Training and Experience Requirements

- 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.
- Preference given to English/Spanish bilingual applicants

How to Apply

1. Applicants must register with NC Works at www.ncworks.gov
2. Applicants must submit a State application (PD-107) and, if needed PD 107 continuation job sheet in person at the address below on or before the closing date
3. **Applications must include 3 references with their contact information**
4. **Applications must include a valid email address for the applicant as all correspondence from the employer to the applicant will be electronic through email**

Resumes will not be considered but may be attached to PD-107. No application are accepted at Macon County Human Resources or Macon County Public Health. A criminal background check will be completed before hiring.

Registration and PD-107 are required and may be obtained from and submitted to NC Works on or before the closing date

Division of Workforce Solutions - NC Works
Court House Annex
5 West Main Street
FRANKLIN, NC 28734

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER