

POSITION: Processing Assistant III (WIC)
DEPARTMENT: Macon County Public Health
Grade: 19
Starting Salary: \$27,370.20
Position Number: 51100070
Posted: August 17, 2023
Closing Date: Until Filled



GENERAL DEFINITION OF WORK

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.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of office or work unit procedures, methods and practices; general knowledge of and ability to use correct spelling, punctuation and specialized vocabulary; ability to proofread; general knowledge of office accounting and record keeping procedures, mathematics and their application in the work environment; ability to learn and apply a variety of guidelines; ability to use a variety of office equipment; ability to work with people with courtesy and tact; ability to screen communications based on predetermined guidelines to independently respond or route inquiries; ability to record and compile information based on general guidelines; ability to gather and give information and instructions regarding the work process or procedures; ability to balance and reconcile figures; may require ability to coordinate work of other support staff, student workers or volunteers; ability to learn to use specialized office equipment.

EDUCATION AND EXPERIENCE

- 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

SPECIAL REQUIREMENTS

- Valid Drivers License
- Must not have a spouse, child, or parent who is employed by and handles or transacts WIC food benefits or cash-value benefits for a WIC vendor within Macon County.

HOW TO APPLY:

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the
NC Works Career Center
23 Macon Avenue
Franklin, N.C.

Mail to:

5 West Main Street
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check