

Randolph County Job Vacancies *** EOE**
~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
Social Services	Income Maintenance Caseworker II	Responsible for completing the determination and re-determination eligibility of applicants/recipients applying for assistance. Will interview, obtain data concerning family, finances, income and health, compute budgets, verify all information; compile all gathered/necessary information in order to make decisions as to the eligibility of the applicants/recipients and prepare any necessary reports. Perform related duties as required.	One year of experience as an Income Maintenance Caseworker or an equivalent combination of experience and training. Prefer computer experience, customer service experience, experience in obtaining and compiling data. **Income Maintenance Caseworker I -- \$27,290: High school graduate and three (3) years of paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, explaining information and the gathering and compiling of data.	**Income Maintenance Caseworker I -- \$27,290: High school graduate and three (3) years of paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, explaining information and the gathering and compiling of data.	\$29,910 - \$32,802	5/6/10-5/14/10

RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, www.co.randolph.nc.us. A Randolph County application is required and must be received in the County Human Resources Office at PO Box 4728, Asheboro, NC 27204; or physical address, 725 McDowell Road, Asheboro, NC 27205, in order to be considered. Open recruitment positions may be closed at any time after a 10-day posting period. For specific inquiry or special assistance request, contact Susan Wagner at (336)318-6600. **SELECTION PROCESS:** Selection procedures will include detailed review of applications, interviews, and reference checks on the top candidate(s). Employment offer for any position requiring college credit or degree will be contingent upon verification by official transcript. Employment offer contingent upon satisfactory results of pre-employment drug screening and criminal background checks. 5/6/10