

**Processing Assistant IV
Full Time Position**

Hyde County Department of Social Services is accepting applications for a Processing Assistant IV.

The employees must have the following **KNOWLEDGES, SKILLS AND ABILITIES**:

- Significant knowledge of office or work unit procedures, methods and practices.
- Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials.
- Significant knowledge of accounting procedures, mathematics and their application in the work environment.
- Ability to learn and independently apply laws and departmental rules and regulations covering programs and services.
- Ability to record, compile, summarize and perform basic analysis of data.
- Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature.

MINIMUM TRAINING AND EXPERIENCE

Position requires applicant to be a graduate from high school and at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

If you are interested in applying for this position please contact Laurie A. Potter, Director; Hyde County Department of Social Services; P. O. Box 100; Engelhard, NC 27824. Applications will be accepted July 13, 2018.

Hyde County is an Equal Opportunity Employer