



Human Resources

Davie County Government

123 South Main | Mocksville, NC 27028 | 336.753.6015

Processing Assistant III – Business Operations Davie County Consolidated Health & Human Services Agency

Description of work: This position is responsible for a variety of office and/or technical tasks to accomplish the specialized processing of information, documents or materials. Employees typically work in an environment with other Processing Assistants, but may work alone; while work goals are shared, individual assignments may vary. Employees report to higher-level processing, administrative, technical or professional employees. Employees have a significant concentration in: records and report management, file maintenance; problem solving; purchasing; accounting; invoice processing; records retention; and asset management. The position also may call for handling mail routes and making deposits in a timely manner. Usual work hours: Monday – Friday, 8:30am – 5:00 pm. Other hours will be required during public health emergencies. Regular, predictable, full attendance is an essential function of the job.

Employees at this level independently perform a variety of tasks within specific work guidelines. The majority of time is spent performing tasks in support of a work process or processes or a program involving the selection from among alternative actions within specific procedural and operational guidelines. Work requires general knowledge of office practices and procedures to review, verify, complete, record, and/or balance records, reports and figures. Duties within the public contact function may involve interaction with clients, patients, other employees. Employees usually function independently within defined guidelines. Matters requiring additional interpretation are referred to the immediate supervisor. Employees may supervise or coordinate the work of staff. Work is differentiated from Level II by the increased variety and scope of tasks and the independence of action.

Other duties may be assigned to the worker when deemed necessary by the Supervisor.

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.

Requirements: Unencumbered NC driver's license.

Salary: Grade 59 - \$25,292

Emergency Shelter Operations: The individual in this position has responsibilities for staffing and providing assistance when public health or emergency shelter plans are implemented.

Apply online at www.DavieCountyNC.Gov under Employment

DavieCountyNC.gov  

Davie County is an Equal Opportunity Employer.

Our Equal Employment Opportunity Plan is located at DavieCountyNC.gov under Human Resources.

