

Randolph County Job Vacancies ***** EOE/E-Verify
 ~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~
 All applications must be received in HR Office by 5:00pm on closing date listed

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
Day Reporting Center	Transportation Aide Part-time (20 hrs/week, flexible hours)	Responsible for providing transportation for juvenile and adult clients of the Day Reporting Center. Duties include organizing routes, keeping accurate documentation of client pick-up and drop off times, mileage and maintenance records. Perform related duties as required.	High school graduate and one year of driving experience; or an equivalent combination of training and experience. Must be able to read a map and have a good sense of direction. Must be able to take charge in controlling passengers' behavior if they become unruly.	Must possess valid N.C. Driver's License and good driving record. Must be able to work a flexible schedule.	Starts at \$8.00 an hour	1/27/12 thru 2/10/12 <i>(Recruitment Date Extended)</i>

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 725 McDowell Road, Asheboro, NC 27205 in order to be considered. 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.