

**Randolph County Job Vacancies**

\*\*\*\*\* EOE/E-Verify \*\*\*\*\*

~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

**All applications must be received in the Human Resources Office by 5pm on the closing date listed**

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 services in various eligibility programs. 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. Performs related duties as required.	<p>Graduation from high school and one year of experience as an Income Maintenance Caseworker or an equivalent combination of experience and training.</p> <p><b>**Income Maintenance Caseworker I:</b> Graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school and two years of paraprofessional, clerical, or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or graduation from high school and three years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or an equivalent combination of training and experience.</p>	A computer, basic math, and reasoning test will be administered. Bilingual preferred; preference given to applicants who speak English and Spanish.	Based on experience	9/22/17 Thru 9/29/17
Librarian III	Public Library	Provides research assistance using electronic and print resources to patrons. Provides computer instruction and assistance to patrons. Provides reader advisory services to patrons. Plans, schedules, promotes, conducts, and evaluates programs for patrons. Identifies, reviews and selects materials for patrons. Compiles family and community histories. Solicits items of historical value to develop historical collection. Plans and carries out preservation and digitalization programs. Serves on committees, boards and teams as required and works with outside organizations as necessary. Performs related duties as required.	Master's degree from a program accredited by the American Library Association in library or information science or related field and one to three years' experience working as a librarian, or equivalent combination of education and experience.	Primary role is to provide specialized history and genealogy reference services to researchers in Randolph Room and develop archival, historical research and digitization projects (including management of the library's online historical photograph collection). Secondary role is to provide general reference services to patrons in Reference Department. <b>College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	9/15/17 Thru 9/29/17

Information Technology	Network Administrator	Duties include maintaining data, voice and storage network infrastructure, server systems and security infrastructure for the Randolph County Information Technology Department. Setup and maintenance of servers, backups, email, Active Directory, network equipment, VoIP PBX, firewall and VPN. Monitor and manage security, accessibility and usability for the network. Provides first-level support as part of the IT helpdesk. Performs related duties as required.	Graduation from a four-year college or university with a degree in computer science or related field with 3 years experience; or an equivalent combination of education and experience. Working knowledge of Windows Server, Linux, TCP/IP, OSPF, Comware/Cisco, Palo Alto firewalls, Exchange and Microsoft Active Directory is required. Working knowledge of NetApp SAN and VMWare is preferred.	Occasional after hours work required. Good interpersonal skills required. Valid North Carolina Driver's License and good driving record. A network skills test may be required.	Based on experience	9/1/17 Thru <del>9/8/17</del>  <b>Extended until 9/29/17</b>
Social Services	Social Worker I/A/T	In North Carolina, Child Protective Services (CPS) are conducted by local county government in a Department of Social Services. CPS social workers are responsible for accessing, identifying and documenting abuse, neglect, and dependency cases and finding the appropriate services to enhance child welfare. CPS social workers must be able to identify immediate threats made to a child and provide arrangements that comply with state and federal laws and agency procedures and conduct social work activities under detailed guidelines and strict timeframes. Performs related duties as required.	MSW-Child Welfare Collaborative; or MSW plus one year directly related experience; or BSW-Child Welfare Collaborative plus one year directly related experience; or BSW plus two years directly related experience; or an equivalent combination of education and experience.  Social Worker I, II, & III may be considered. Minimum Training and Experience: 4-year degree from an accredited college or university.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Requires after hours work and on-call duties assigned. An Oral and written test will be administered. Bilingual preferred. If applicant lists Spanish as a second language a verbal Spanish test will be administered. <b>College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	Open until filled

RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, [www.RandolphCountyNC.gov](http://www.RandolphCountyNC.gov). A Randolph County application is required and must be received in the County Human Resources Office at 725 McDowell Road, Asheboro, NC 27205 by 5pm on the closing date listed in order to be considered. For specific inquiry or special assistance request, contact Sarah Pack 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.