

## 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
Tourism Development Authority	Travel Information Counselor  <i>Part Time</i>	Serve as the first point of contact for travelers coming into the County and State and are responsible for providing accurate information and guidance. Information must be presented in a favorable light to promote tourism both locally and statewide. Travel Information Counselors are exposed to the general public on a constant basis, which may at times present difficult or dangerous situations with the work location being relatively isolated. Must be able to assist travelers as the first priority and also prepare reports, compose narratives about familiarization tours, maintain files, and unpack brochures. Performs administrative work such as keeping records, reports and files, troubleshooting office equipment, and related work as apparent or assigned. Work is performed under the moderate supervision of the Visitor Center Manager and any applicable Authority officials. Performs related duties as required.	High school diploma or GED with one to three years of progressively responsible work experience in sales, public relations, or other work involving public contact, or equivalent combination of education and experience.	This is a part time position averaging 19 hours per week.	Based on experience	11/17/17 Thru 12/1/17
Administration	Finance Technician III	Primary duties include assisting with the input and review of payroll changes, processing payroll, preparing and paying payroll liabilities, reviewing payroll input by county departments, reconciling insurance liabilities, assisting with the preparation of year-end tax forms, and other payroll related functions. Other responsibilities include assisting with the input of the daily Finance deposit and assisting the Program Accountant with DSS accounting processes. Performs related duties as required.	High school diploma or GED with coursework in business, accounting, or related field and three to five years' experience working in a business, accounting office, or equivalent combination of education and experience.	Some payroll experience would be beneficial, but is not required. A general accounting aptitude test and excel test may be given.	Based on experience	11/17/17 Thru 12/1/17
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

Social Services	Social Worker III	Provides social work services to children and their families when children reside in substitute care as a result of abuse, neglect or dependency. Responsibilities include assessment, evaluation, development, treatment, placement, goal and service planning, counseling, therapy, monitoring, maintenance, consultation, community liaison, and court. Performs related duties as required.	<p>Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; Bachelor's degree in a human services field from an accredited college or university and two years directly related experience; Bachelor's degree from an accredited college or university and three years of directly related experience.</p> <p>Social Worker I and Social Worker II may be considered. Minimum Training and Experience: 4 year Human Services degree required.</p>	Requires valid N.C. driver's license, good driving record and transportation for use at work. <b>College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	11/17/17 Thru 12/1/17
Public Health	Physician Extender II	Provide medical diagnosis, treatment and referral for Health Department Family Planning, STD male and female patients under the supervision of a physician within the medical practice standards of the governing body. This employee may also function under the direction of non-medical personnel, i.e., nursing or administration while performing non-medical acts. Performs related duties as required.	Graduation from a Physician Assistant program approved by the N.C. Board of Medical Examiners and "approved to practice medical acts" based on education and experience by the Board of Medical Examiners, and preferably one year of experience as an extender; or graduation from an accredited Surgeon's Assistant Program of at least 24 months duration and "approved to practice medical acts" based on education and experience by the Board of Medical Examiners; or licensed as a Registered Nurse by the Board of Nursing, graduation from a Nurse Practitioner program approved by the N. C. Joint Subcommittee of the Board of Nursing and Board of Medical Examiners, and "approved to practice medical acts" based on education and experience by the Joint Subcommittee, and preferably one year of experience as an extender; or an equivalent combination of education and experience.	Current license to practice medical acts by the NC Board of Medical Examiners or approved to practice medical acts by the NC Joint Subcommittee of the Board of Nursing and Board of Medical Examiners. Certification by a credentialing body such as National Certification Corporation (NCC). Preferred experience in women, men, and adolescent preventative health with knowledge of an interest in health disparities and preferably in a public health setting. License number must be submitted with application for verification. <b>College Transcripts must be submitted with application to be considered.</b>	Based on experience	10/13/17 Thru <del>10/20/17</del> <b>Extended thru 12/8/17</b>

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.