

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
Cooperative Extension	4-H Summer Program Assistant 4-H Summer Program Outreach Coordinator <i>Both positions are part time (up to 30hrs. per week). Please specify position preference on application.</i>	Performs administrative and educational functions for a 4-H summer educational program for NC Cooperative Extension, Randolph County Center, and other youth agencies. Duties included designing, implementing, and teaching 4-H educational programs for youth in the community. Will assist in compiling weekly reports, maintaining participant records, and maintaining equipment and facilities. Some pre-planning work required before summer program begins. Performs related duties as required.	Associates/Technical degree and one to three years' experience working with youth, or equivalent combination of education and experience. Some college coursework in child development, education, or human services preferred for Outreach Coordinator position.	Summer program to begin week of June 18 and end August 17. Work no more than 30 hours per week. Requires valid NC driver's license and good driving record.	Based on experience	3/9/18 Thru 3/16/18 Extended Until 3/23/18
Child Support Services	Child Support Specialist	Responsible for performing administrative and investigative duties for the Child Support Program which includes: location services for non-custodial parents, establishing paternity and support obligations, providing enforcement and collection of Court ordered support obligations, medical insurance coverage and modification of existing orders, preparing cases for Court and testifying as needed. Performs related duties as required.	Associates/Technical degree in business, sociology, customer service, legal or judicial proceedings, or related field and one to three years' experience working in case management, in a legal or judicial environment, or equivalent combination of education and experience. Bachelor's degree preferred.	Bilingual preferred. Knowledge of the ACTS (Automated Case Tracking System) is preferred.	Based on experience	3/16/18 Thru 3/23/18
Public Health	Foreign Language Interpreter I	The primary purpose of this position is to provide foreign language interpretation and translation for the Special Supplemental Food Program for Women, Infants, and Children (WIC). Responsible for interpreting and translating foreign language(s) for the purpose of explaining WIC Program guidelines, determining needs and types of services and translating educational materials, interpreting nutrition assessments and client education provided by WIC nutritionists. Performs related duties as required.	Graduation from high school or GED and one year of experience preferably in a health care or human services setting, demonstrating a fluency in English and the foreign language(s) necessary to successfully perform assigned job duties.	Past or current WIC Program participation or experience preferred. At least three months of breastfeeding counseling experience preferred.	Based on experience	3/9/18 Thru 3/16/18 Extended Until 3/23/18
Information Technology	Database Administrator - Programmer	Responsible for installing, maintaining, and managing all enterprise databases. Duties include ensuring the security, integrity, and optimum performance of all database systems. Other duties include developing and testing queries, functions, and stored procedures needed for interfaces to external systems and reporting. Performs related duties as required.	Bachelor's degree in computer science, information technology, or related field and one to three years' experience working in computer science, information technology, or equivalent combination of education and experience.	A comprehensive knowledge of Microsoft SQL, SSRS, Crystal Reports, Windows Server, and Microsoft Visual Studio is required. Candidate must have a thorough understanding of interpreting data relationships. A successful candidate must possess exceptional interpersonal, written, and oral communications skills and work easily with a diverse user base.	Based on experience	3/9/18 Thru 3/16/18 Extended Until 3/29/18

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. College transcripts must accompany application in order for application to be considered complete.	Based on experience	Open until filled
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RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, 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.