



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

INCOME MAINTENANCE ADMINISTRATOR I SOCIAL SERVICES

This Position is Full Time with Benefits

Vacancy Number
17-1017

Hiring Range
\$46,253 – \$52,265

Opening Date
January 27, 2017

Closing Date
OPEN UNTIL FILLED
**Submit your completed
County of Moore
Application To:**
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327

Phone: (910) 947-6362
Fax: (910) 947-2792

www.moorecountync.gov

**Resumes are optional.
Incomplete, unsigned, or
any application other than
a County of Moore
application will not be
forwarded to the hiring
authority.**

**Applications received after
the closeout date/time
indicated will not be
eligible for consideration.**

**Moore County Human
Resources Office is not
responsible for failure to
receive faxed applications.**

**Please take a moment to
ensure your transmission
was received.**

ESSENTIAL JOB DUTIES:

This position performs complex technical and difficult administrative work administering the activities of Income Maintenance Caseworkers and Fraud Investigators and WFES Social Worker; does related work as required. Work is performed under the general supervision of the Director of Social Services. Supervision is exercised over all division personnel.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Comprehensive knowledge of the supervisory and management principles and practices;
- Comprehensive knowledge of the principles, methods, techniques, and practices of public assistance;
- Thorough knowledge of income maintenance programs;
- Thorough knowledge of the use of the income maintenance manuals and of the forms, documents, and procedures used in determining eligibility for all program areas;
- Thorough knowledge of the budgeting and planning process;
- Considerable knowledge of all agency and community programs and services which could affect the client/applicant;
- Good mathematical, reasoning, and computational skills;
- Ability to communicate complex ideas effectively, orally and in written form;
- Ability to organize, direct, and plan for income maintenance programs;
- Ability to establish and maintain effective working relationships with subordinates, clients, associates, social agencies and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- **COPIES of college transcripts must be submitted with County of Moore Employment Application;**
- High School diploma or equivalent and two (2) years of supervisory experience at least one of which must have been in an income maintenance or services program, and preferably with **one** year of experience in an income maintenance program.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Work requires stooping, crouching, reaching, walking, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

BENEFITS:

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

***The County of Moore is a drug-free workplace and
Equal Opportunity employer.***

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

***All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test, and post offer physical.
Moore County is an E-Verify Participant***