

Randolph County Job Vacancies
***** EOE/E-Verify *****

~ PRE-EMPLOYMENT DRUG TESTING REQUIRED ~

All applications and transcripts (if required) must be received in the Human Resources Office by 5:00pm on the date listed

Department	Position Name	Position Description	Position Minimum Requirements	Comments	Salary Range	Advertising Dates
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. <i>Bilingual preferred.</i> If applicant lists Spanish as a second language a verbal Spanish test will be administered. College Transcripts must be submitted with application to be considered.	Based on experience	Open Until Filled
Tourism Development Authority	Travel Information Counselor <i>(Part time-avg. 19 hours per week)</i>	Travel Information Counselors are frequently 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.	Based on experience	11-18-16 Thru 11-23-16 EXTENDED THRU 12-22-16

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. Other duties include providing first-level support as part of the IT helpdesk.	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. A network and server skills test will be administered.	Based on experience	12-9-16 Thru 12-22-16
Social Services	Income Maintenance Caseworker II - Medicaid	Responsible for intake, processing, and review functions of determining and/or redetermining applicant/client eligibility for services in the Medicaid Program(s) and interviewing of clients and/or reviewing other forms of media including mail-in applications and electronically collected data to obtain required information. Informs clients of their rights and obligations as prescribed under program policies. Perform related duties as required.	Graduation from high school and one year of experience as an Income Maintenance Caseworker or an equivalent combination of experience and training. Prefer computer experience, customer service experience, experience in obtaining and compiling data. **Income Maintenance Caseworker I: 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.	Ability to interpret policies and communicate with people of varied social, economic and educational backgrounds. Subject to heavy workload and tight time frame. A computer, basic math, and reasoning test will be administered.	Based on experience	12-16-16 Thru 12-30-16

Social Services	Human Services Evaluator I	Provides staff assistance to planning and/or evaluating human service. Work involves conducting planning or evaluation projects in assigned area which is generally characterized by a limited variety of programs where service delivery systems and client population are similar. Responsible for the analysis of data and the preparation of reports. Uses a systems approach and research, gather data, evaluate, plan, implement, review, and act to provide continuous improvement environment for child welfare systems. Performs related duties as required.	Graduation from a four-year college or university with a degree in psychology, sociology, or social work or a human service programmatic field, preferably with coursework in human services program evaluation; or graduation from a four-year college or university and two years of program evaluation or consultative experience in human service programs; or an equivalent combination of education and experience.	Oral and written interviews. A verbal Spanish test will be given if applicant lists Spanish as a second language. College Transcripts must be submitted with application to be considered.	Based on experience	12-16-16 Thru 12-30-16
Tax	Personal Property Auditor	Performs intermediate skilled technical work listing, appraising and auditing business and individual personal property for tax purposes. Processes business personal property tax listings and renders assessments; verifies business tax listings for acceptability. Processes extension requests and confirmation for listings. Conducts field and desk audits of businesses to determine adherence to reporting requirements; compares reports made to state and federal government agencies. Canvases County to located new businesses not listed in office files. Thorough knowledge of principal, standards and practices of accounting. Ability to solve problems and exercise judgement. Performs related work as apparent or assigned.	Bachelor's degree and one to three years experience in accounting, or equivalent combination of education and experience.	Valid NC Driver's License required. North Carolina Department of Revenue Personal Property Appraiser certification required within one (1) year of employment.	Based on experience	12-16-16 Thru 1-6-17
Tax	Tax Paralegal	Initiates and completes In Rem foreclosure process under NCGS 105-375. Initiates levy actions and carries through with Sheriff's Office to achieve collections. Researches real estate titles to determine ownership of real property. Assists with collections of delinquent taxes. Assists attorney with research and filings. Creates and maintains various files, records, and reports. Assists with customer service. Performs related duties as required.	Associates/Technical degree in paralegal, real estate, or related field and one to three years experience working as a legal secretary, in a law office, or equivalent combination of education and experience.	Valid N.C. Driver's License. North Carolina State Bar Paralegal Certification preferred. Notary Public preferred. Thorough knowledge of real estate title research and evaluation work, ability to read and prepare legal documentations, ability to interpret the law.	Based on experience	12-16-16 Thru 1-6-17

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 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.