

## 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
Public Buildings	Maintenance Technician	Performs skilled trades work in the maintenance, repair, modification and installation of buildings, facilities and equipment, and related work as apparent or assigned. Work is performed under the limited supervision of the Maintenance Foreman. Limited oversight is exercised over Maintenance Worker. Performs other related duties as required.	High school diploma or GED and one to three years' experience working in construction, in licensed field, or equivalent combination of education and experience. Preference given to applicants with painter experience.	Must possess valid North Carolina Driver's License and clean driving record. Applicants must be willing to obtain CFC Certification within six months of hire date.	Based on experience	2/8/19 Thru 2/15/19  <i>Extended Until 3/1/19</i>
Juvenile Day Reporting Center	Transportation Aide Driver  <i>(Part Time-20 hrs. /wk.)</i>	Responsible for providing transportation for juveniles and adult clients of the Juvenile Day Reporting Center. Duties include organizing routes, keeping accurate documents of clients pick up and drop off times, mileage and maintenance records. Perform related duties as required.	High School diploma or GED.	Must possess a valid NC Driver's License and a good driving record. Flexible working hours. Will transport juveniles and adults living in Randolph County. Must be able to read a road map and have good sense of direction. Must be able to take charge in controlling passengers' behavior if they become unruly.	Based on experience	2/8/19 Thru 2/15/19  <i>Extended Until 2/22/19</i>
Social Services	Social Worker II – Adult Services	Employees in this position receive referrals for Adult Protective Services for abuse, neglect, or exploitation of disabled adults via the APS Hotline, walk-ins, or email correspondence. Referrals are screened for other potential services available for the client. Responsible for ensuring certification compliance and monthly monitoring of the Adult Daycare programs in Randolph County and case management of other Adult Services Programs as assigned. Performs related duties as required.	Bachelor's degree in social work from an appropriately accredited institution; bachelor's degree in a human services field from an appropriately accredited institution and one year of directly related experience; bachelor's degree from an appropriately accredited institution and two years directly related experience; or an equivalent combination of education and experience.	Work is conducted both in office and out in the field. Must have valid North Carolina driver's license, good driving record, and transportation for use at work. <b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	2/8/19 Thru 2/15/19  <i>Extended Until 2/22/19</i>
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 locate new businesses not listed in office files. Thorough knowledge of principal, standards and practices of accounting. Ability to solve problems and exercise judgment. 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	2/15/19 Thru 2/22/19

Information Technology	Business Analyst	Responsible for the design, development, and maintenance of reports and business intelligence for County departments, provides business analysis and consulting for departments on current and newly implemented systems, works with users to analyze and define business processes and software needs, and researches and proposes solutions. Duties include providing analyst level support for enterprise applications, managing software support with vendors, leading software testing, and coordinating installations. 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.	Candidate must possess a thorough knowledge of Crystal Reports and SQL Server Reporting Service, be able to interpret data relationships and possess knowledge of Structured Query Language. A successful candidate must possess exceptional interpersonal, written and oral communication skills and work easily with diverse employee groups; and must conduct assigned tasks with professionalism, respect and confidentiality at all times.	Based on experience	2/15/19 Thru 2/22/19
Social Services	Social Worker I/A/T <i>(Multiple positions available)</i>	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. 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>OFFICIAL 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	CPS In-Home Services are legally mandated and begin at the conclusion of the CPS Assessment, where all of the information gathered during the fact-finding process shall be incorporated into one case decision and one Report to Central Registry and a decision has been made to substantiate abuse, neglect, and/or dependency or there is a finding of services needed. The In-Home Social Worker provides, arranges for, and coordinates interventions and services as needed that focus on child safety and protection, family preservation, and the prevention of further abuse or neglect. Performs related duties as required.	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.  Social Worker I and Social Worker II may be considered. Minimum Training and Experience: 4 year Human Services degree required.	Requires valid N.C. driver's license, good driving record and transportation for use at work. On call and immediate response duties required. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language. <b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience	2/15/19 Thru 2/22/19

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.