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<th>Department</th>
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<td>Public Building</td>
<td>Housekeeper (Courthouse)</td>
<td>Performs manual work in the care and cleaning of buildings, opening and securing buildings, performing minor building maintenance, and related work as apparent or assigned. Work is performed under the direction of immediate supervisor.</td>
<td>General knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to perform manual work; ability to read; ability to read and follow written directions; ability to maintain safety expectations for the position; ability to display thoroughness and cleanliness; ability to establish and maintain effective working relationships with associates.</td>
<td>Work hours are 6:30am to 3:30pm Monday – Friday.</td>
<td>Based on experience</td>
<td>07/17/2020 - 07/24/2020</td>
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<tr>
<td>Social Services</td>
<td>Housekeeper (Temporary/Full-Time)</td>
<td>Performs manual work in the care and cleaning of buildings, opening and securing buildings, performing minor building maintenance, and related work as apparent or assigned. Work is performed under the direction of immediate supervisor.</td>
<td>General knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to perform manual work; ability to read; ability to read and follow written directions; ability to maintain safety expectations for the position; ability to display thoroughness and cleanliness; ability to establish and maintain effective working relationships with associates.</td>
<td>Work hours are 7:00am to 4:00pm Monday – Friday.</td>
<td>Based on experience</td>
<td>07/17/2020 - 07/24/2020</td>
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<td>Tax</td>
<td>Real Property Appraiser</td>
<td>Performs appraisal work in determining assessed values of land, residential, commercial, industrial and farm properties of the county for tax purposes. Work involves field visits sketching layouts of improvements to determine size, quality of construction and workmanship, grade of materials and other related data needed to arrive at the assessed value. The internal and exterior economic, functional and physical depreciation must be determined. The appraiser works independently in the field and must exercise good judgment in evaluating a variety of properties. Work involves appraising land by reviewing location, size, shape and topography and all factors affecting value. Defends assessed values at appeal boards. Must have computer skills. Maintain effective working relationship with the general public.</td>
<td>Bachelor’s degree with coursework in business, real estate or related field and one to three years’ experience in appraising or marketing real estate or equivalent combination of education and experience.</td>
<td>Requires valid N.C. driver’s license, good driving record and transportation for use at work. Must have North Carolina Department of Revenue Real Property Appraiser Certification with one (1) year of employment. Oral interview. A verbal Spanish test will be given if applicant lists Spanish as a second language.</td>
<td>Based on experience</td>
<td>07/17/2020 - 07/31/2020</td>
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<tr>
<td>Social Services</td>
<td>Social Worker Trainee</td>
<td>The primary purpose of this position is to learn, train, and gain qualifying experience in the local government operations of the North Carolina Child Welfare system to become fully qualified for appointment to a permanent position as a Social Worker III or Social Worker Investigative/Assessment and Treatment. Performs related duties as required.</td>
<td>Graduation from an accredited four-year degree granting college or university. Preferred areas of study include Behavioral Sciences, Community Development, Criminal Justice/Criminology, Education, Health Science, Human Development, Human Sciences, Human Services, Law, Political Science, Public Administration, Psychology, Social Policy, Sociology, and Social Work.</td>
<td>Requires valid N.C. driver’s license, good driving record and transportation for use at work. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language.</td>
<td>Based on experience</td>
<td>07/17/2020 - 07/31/2020</td>
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Public Health
Nurtion Program Director
(WIC Director)
Manage the WIC program for Randolph County Public Health. This position plans, directs, coordinates, and evaluates the WIC/Nutrition Program. This employee provides comprehensive nutritional care to clients participating in the WIC program and deals primarily with high-risk clients as identified by program standards, who may have relatively complex nutritional needs. Other responsibilities include training WIC and health department staff regarding nutrition and WIC program issues and serves as a nutrition resource for the community regarding nutrition counseling and nutrition educations.

Graduation from a four-year college or university with a bachelor’s degree in foods and nutrition, public health nutrition, or dietetics and one year of nutrition experience, or completion of an ADA approved dietetic internship with ADA Commission on Dietetic Registration eligibility preferred or master’s degree in nutrition or public health nutrition with ADA Commission on Dietetic Registration eligibility preferred; and on equivalent combination of education and experience.

Requires valid N.C. driver’s license, good driving record and transportation for use at work. Oral interview will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language.

Official College transcripts must accompany application in order for application to be considered complete.

Based on experience 07/10/2020 Thu 07/24/2020

Public Health
The Physician Extender
(Certified Physician’s Assistant or Family Nurse Practitioner)
Provides medical care to Health Department clients, both men and women, primarily in the Family Planning and STD clinic setting including, but not limited to performing: *Initial and annual physical exams, *Assessments at problem visits, *Diagnosis, treatment and referral of clients, *Diagnostic testing such as pap smears, wet preps, STD testing, etc., *Insertion and removal of an IUD, *Insertion and removal of a contraceptive hormonal implant, *Diaphragm fittings, *Prescribing for birth control, antibiotics, etc., *Client referrals to appropriate facilities when further evaluation or medical treatment is needed, *Client counseling on health-related and preventive issues, esp. preconception health, *As a resource for health department staff and as a preceptor for staff participating in adult physical assessment training/STD enhanced role training, *As a resource and/or preceptor for LPN/RN/Physician extender/Medical students, etc. rotating through the health department clinic areas, *Public Health Response Team / Epi Team member for communicable disease outbreaks and public health disasters.

Graduation from a Physician Assistant program approved by the NC Board of Medical Examiners and approved to practice medical acts, or graduation from a Family Nurse Practitioner program approved by the NC Joint Subcommittee of the Board of Nursing and Board of Medical Examiners and approved to practice medical acts. At least one year experience working as a Physician Extender, preferably experience in women’s health and preferably in a public health setting.

Requires valid N.C. driver’s license, good driving record and transportation for use at work. 32 Hour Flexible Work Schedule. Occasional after Hours and Weekend work may be necessary. Oral interview. A verbal Spanish test will be given if applicant lists Spanish as a second language.

Official College transcripts must accompany application in order for application to be considered complete.

Based on experience 07/10/2020 Thu 07/24/2020

Social Services
Social Worker III – Foster Care
Foster Care social worker provides specific services to children, their parent/guardians/caretakers when the children are removed due to substantiated abuse, neglect, or dependency. The worker provides counseling and case management services and assists the family with accessing specific services to help family members learn more appropriate behaviors, find safer housing, and make better decisions regarding the child’s care and discipline. The goal is to establish a safe, permanent home for children who have been maltreated. 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.

Requires valid N.C. driver’s license, good driving record and transportation for use at work. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language.

Official College transcripts must accompany application in order for application to be considered complete.

Based on experience 07/10/2020 Thu 07/24/2020

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; Bachelor’s degree in a human services field and two years of directly related experience; Bachelor's degree in a human services field 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. Oral interview and written test will be performed. A verbal Spanish test will be given if applicant lists Spanish as a second language.

Official College transcripts must accompany application in order for application to be considered complete.

Based on experience 07/10/2020 Thu 07/24/2020

RANDE 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 Annette Cagle 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.

07/17/2020