

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
Adult Day Reporting Center	Transportation Aide / Driver Part-Time 10 Hours per Week	Responsible for providing transportation for clients to and from the Adult Day Reporting Center. Delivers supplies and runs errands. Abides by, enforces, and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations. Performs related duties as required. Work is performed under the limited supervision of the Adult Day Reporting Center Program Director.	High school diploma or GED.	Must be 18 years of age to apply for this position. Must have a valid NC driver's license, good driving record and a clean driving record. Flexible working hours. Must be able to read a road map and have a good sense of direction. Must be able to take charge in controlling passengers' behavior if they become unruly. CPR/First Aid certification preferred.	\$12.00 per Hour	Open Until Filled
Animal Services	Animal Care Attendant Part-Time / No Benefits	Responsible for the care of animals at the Animal Shelter by feeding, evaluating behavior, caring for, adopting out and redeeming, performing/assisting euthanasia, vaccinating and administering medicine to animals under instruction from a veterinarian. Animal Care Attendants clean, disinfect and maintain kennels and related animal care areas. Animal Care Attendants also maintain a computerized log and record of all animals at the Center.	Equivalent to the completion of the 12 th grade or High School equivalency. Six months of experience involving customer service and six months of experience handling animals. Associates Degree in Animal Care and Management Technology preferred but not required.	Must be 18 years old to apply. Requires valid NC driver's license and good driving record. This is a full-time position with rotating shifts, weekends, holidays and overtime as needed. This is a physically demanding job requiring a great deal of lifting and restraining of living as well as deceased animals under conditions which include loud noise and bad odors. Applicant must be able to stand, walk, run, kneel, crouch/stoop/squat, twist upper body and lift up to 50 pounds. Work Schedule is 20 Hours per week; One 8 hour day and one 4 hour day during the week. Every weekend with 4 hours on Saturday and 4 hours on Sunday.	\$13.28/Hour	06/03/2022 Thru 06/10/2022 Extended Until 07/01/2022
Emergency Services	EMT / AEMT / Paramedic	Responsible for rendering emergency medical care and life saving measures; operation of emergency vehicles and equipment; and reports. Employee serves as a member of a two-member ambulance crew responding to emergency and non-emergency calls, applying necessary first-aid and emergency medical care, and transporting persons to medical facility. Performs related duties as required.	Graduation from high school including completion of an accredited EMS program; or an equivalent combination of education and experience. Current certification through N.C. Office of Emergency Medical Services as an EMT. Must possess and maintain valid N.C. Driver's License without restriction, with the exception of corrective lenses. Must possess and maintain a good driving record. Must be physically able to lift approximately 250 lbs. of share weight. Ability to operate loaded ambulance stretcher.	Part-time work is flexible working hours. Full-time work is 12-hour shifts. Must be able to work on short notice, weekends, holidays, or inclement weather. Must possess and maintain a clean criminal record without a felony or serious misdemeanor conviction. Requires tact, courtesy, and firmness in dealing with sick or injured persons and the general public. Copies of any pertinent certifications and a resume is applicable. The pre-interview assessment center consists of a medical physical agility test, a written test, a skills scenario and a written scenario with the development of a patient care plan and written documentation.	Based on experience	06/24/2022 Thru 07/22/2022

Emergency Services	Emergency Services System Specialist	Performs difficult technical work maintaining various hardware and software for the Emergency Services Department, providing technical support and training to users, installing and upgrading information systems, preparing and maintaining files and records, and related work as apparent or assigned. Implements and maintains 9-1-1 phone and radio hardware and software. Deploys and maintains department computers, laptops and software. Troubleshoots and repairs technology related problems. Purchases equipment and accessories.	Associates/Technical degree with coursework in information technology, help desk, troubleshooting, or related field and three to five years experience working in information technology, help desk, troubleshooting, or equivalent combination of education and experience. Bachelor's degree preferred. Thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment used in emergency communications; thorough knowledge of hardware or software procedures and techniques.	NIMS/ICS certifications as required post-hire. Emergency Vehicle Operations certification post-hire.	Based on experience	06/24/2022 Thru 07/08/2022
Emergency Services	Paramedic <i>If hired during this period, in addition to hourly pay, the Paramedic will be eligible for a \$4500 (taxable) Paramedic Sign-On / Retention Bonus. Policy Requirements Apply.</i>	Responsible for rendering emergency medical care and life saving measures; operation of emergency vehicles and equipment; and reports. Employee serves as a member of a two-member ambulance crew responding to emergency and non-emergency calls, applying necessary first-aid and emergency medical care, and transporting persons to medical facility. Work is performed under the limited supervision of the Emergency Medical Services Paramedic Crew Chief and Emergency Medical Services Paramedic Supervisor. Performs related duties as required.	Graduation from high school including completion of an accredited EMS program; or an equivalent combination of education and experience. Current certification through N.C. Office of Emergency Medical Services as a Paramedic. Must possess and maintain valid N.C. Driver's License without restriction, with the exception of corrective lenses. Must possess and maintain a good driving record. Must be physically able to lift approximately 250 lbs. of share weight. Ability to operate loaded ambulance stretcher.	Must be able to work on short notice, weekends, holidays, or inclement weather. Must possess and maintain a clean criminal record without a felony or serious misdemeanor conviction. Requires tact, courtesy, and firmness in dealing with sick or injured persons and the general public. Copies of any pertinent certifications and a resume is applicable. The pre-interview assessment center consists of a medical physical agility test, a written test, a skills scenario and a written scenario with the development of a patient care plan and written documentation.	Based on experience <i>Paramedic Sign-On / Retention Bonus Policy Requirements Apply.</i>	<i>Open Until Filled</i>
Public Library	Library Assistant – Ramseur Library <i>Part-Time (19 Hours/Week; some evening & weekend hours)</i>	Provides circulation assistance to patrons including checkout of library material, issuing library cards, assessing fees and fines and resolving problems related to library records. Manages the service desk in the absence of a supervisor or senior staff. Checks in and distributes library material for shelving or transfer; shelves library material. Provide assistance to patrons on retrieval of library materials and use of computers including computer classes; assists with programs for patrons. Assists with maintaining order and daily upkeep of library facility. Performs related duties as required.	High school diploma or GED with coursework in business, or related field and some experience working customer service of office environment, or equivalent combination of education and experience.	19 Hours per week; including some evening & weekend hours. Bilingual English/Spanish preferred but not required. A Valid North Carolina Driver's License is required.	Based on experience	06/24/2022 Thru 07/01/2022
Public Library	Library Assistant – Seagrove Library <i>Part-Time (19 Hours/Week; some evening & weekend hours)</i>	Provides circulation assistance to patrons including checkout of library material, issuing library cards, assessing fees and fines and resolving problems related to library records. Manages the service desk in the absence of a supervisor or senior staff. Checks in and distributes library material for shelving or transfer; shelves library material. Provide assistance to patrons on retrieval of library materials and use of computers including computer classes; assists with programs for patrons. Assists with maintaining order and daily upkeep of library facility. Performs related duties as required.	High school diploma or GED with coursework in business, or related field and some experience working customer service of office environment, or equivalent combination of education and experience.	19 Hours per week; including some evening & weekend hours. Occasional work at Franklinville Branch Library. Bilingual English/Spanish preferred but not required. A Valid North Carolina Driver's License is required	Based on experience	06/24/2022 Thru 07/01/2022

Public Health	Dentist	Looking for a great place to work and live? If so, then Randolph County may be the place for you! Randolph County Public Health is seeking qualified applicants for our dentist position. The candidate we are looking for will have a heart for public health and serving the community. Our dental program primarily serves children ages 0 – 18 and an occasional dental emergency. In addition to the clinical services provided to clients, program staff spend time in conducting dental screenings and providing dental education in local school settings. The dental team is actively working to implement a school based oral health program made possible in part by a Duke Endowment grant award. On weekends you can visit the NC Zoo, hike the Uwharries, explore area potteries, or any number of fun activities. If this sounds good to you, complete and submit your application ASAP and/or give us a call for additional information.	Requires DMD or DDS degree from an accredited university and license to practice dentistry in North Carolina.	Monday – Thursday 8 – 5 (32 Hours/Week-Flexible) OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	Open Until Filled
Public Health	Foreign Language Interpreter Part-Time (10 Hours/Week or Less)	Provide foreign language interpretation and translation for Spanish-speaking clients. This position is assigned to the Environmental Health Food & Lodging section of the Health department.	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 Spanish is necessary to successfully perform assigned job duties.	A document will be provided during interview to translate from Spanish to English. Valid North Carolina Driver's License and good driving record required. Variable work schedule-less than 10 hours per week. Some after-hours clinics and occasional weekend home and/business visits to interpret may occur. Approximate rate of hourly pay is \$16.00 per hour.	\$16.00 per Hour	Open Until Filled
Social Services	Income Maintenance Caseworker II (FNS)	Responsible for completing the determination and re-determination eligibility of applicants/recipients applying for services in the North Carolina Food and Nutrition Services (FNS) program otherwise known as "Food Stamps." Will interview, obtain data concerning family, finances, income and health, compute budgets, verify all information; compile all gathered/necessary information in order to make decisions as to the eligibility of the applicants/recipients and prepare any necessary reports. Performs 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. **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.	A computer, basic math, and reasoning test will be administered. A verbal Spanish test will be given if applicant lists Spanish as a second language.	Based on experience	06/24/2022 Thru 07/01/2022

Social Services	Processing Assistant III – Driver/Visitation Monitor	Provides transportation services to children in DSS custody; observation and supervision of court ordered family visitations; and completing written reports of observations for the visits conducted under their supervision. This position may also provide transportation services for Work First clients as coordinated with the Work First Program as well as for Medicaid clients.	Graduation from high school and demonstrated possession of knowledge, skills, and abilities gained through at least two years of office assistant/secretarial experience; and/or customer service or an equivalent combination of training and experience.	Requires a valid North Carolina driver's license with a good driving record. A verbal Spanish test will be given if applicant lists Spanish as a second language.	Based on experience	06/24/2022 Thru 07/01/2022
Social Services	Social Worker III – Adoptions <i>Please indicate on your application which Social Work position you are applying for.</i>	Provide adoptive applicants, adult adoptees, birth families, and adoption petitioners, pregnant women, and foster children with services needed to accomplish goals, and to link people with systems that provide resources, services, and opportunities. Responsibilities are in the areas of Adoptions, Problem Pregnancy, and Foster Care.	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. OFFICIAL college transcripts must accompany application in order for application to be considered complete.	Must have a 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.	Based on experience	06/17/2022 Thru 07/01/2022
Social Services	Social Worker III – Foster Care <i>Please indicate on your application which Social Work position you are applying for.</i>	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 duties are a part of this position. 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.	Must have a valid NC 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. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	<i>Open Until Filled</i>

Social Services	Social Worker III – Foster Care Temporary Position <i>Please indicate on your application which Social Work position you are applying for.</i>	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 duties are a part of this position. 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.	Must have a valid NC 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. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	<i>Open Until Filled</i>
Social Services	Social Worker III – In-Home	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. 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. 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 a valid NC 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. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience	05/27/2022 Thru 06/03/2022 Extended Until 07/01/2022
Social Services	Social Worker I/A/T <i>Please indicate on your application which Social Work position you are applying for.</i>	Responsible for accessing, identifying and documenting abuse, neglect, and dependency cases and finding the appropriate services to enhance child welfare. In North Carolina, Child Protective Services (CPS) are conducted by local county government in a Department of Social Services. 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.	Master's degree from an accredited school of Social Work and one year of Social Work experience; or a Bachelor's degree from an accredited school of Social Work and two years of Social Work or counseling experience; or Master's degree in a counseling field and two years of Social Work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination or training and experience. Social Worker I, II, & III may be considered. Minimum Training and Experience: 4-year degree from an accredited college or university.	Must have a valid NC 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. OFFICIAL College transcripts must accompany application in order for application to be considered complete.	Based on experience SIGN ON BONUS A \$2,000, \$3,000, or \$4,000 sign on bonus is available depending on the position and qualifications of the individual selected.	<i>Open Until Filled</i>

Social Services	Social Worker I/A/T – 2 nd Shift <i>Please indicate on your application which Social Work position you are applying for.</i>	Responsible for providing protective, investigative, counseling and case management services for children who are at risk for neglect and/or abuse, and/or dependency. This a demanding and challenging career with opportunity to speak for the ones that have no voice and to fight to help ensure the safety of those who cannot protect themselves.	Master's degree from an accredited school of Social Work and one year of Social Work experience; or a Bachelor's degree from an accredited school of Social Work and two years of Social Work or counseling experience; or Master's degree in a counseling field and two years of Social Work or counseling experience; or a four-year degree in a human services field or related curriculum and three years of social work or counseling experience; or graduation from a four-year college or university and four years of experience in rehabilitation counseling, pastoral counseling or a related human service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination or training and experience. One year of work experience be credited for completion of the social work collaborative.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Work Hours are Monday – Friday 2pm – 11pm (In office and work from home hours). Oral interview and written test will be performed. Bilingual preference (English/Spanish) given - 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 SIGN ON BONUS A \$2,000, \$3,000, or \$4,000 sign on bonus is available depending on the position and qualifications of the individual selected.	<i>Open Until Filled</i>
Social Services	Social Work Supervisor III – CPS	Responsible for supervision of a staff of Social Workers that provide child protective services as outlined by federal, state, and local laws/regulations. Follows personnel laws, rules, and guidelines as set by the Office of State Human Resources, the County, and the Agency. The Supervisor is a part of the agency's management team and participates in the active planning and implementation of goals and activities developed by the agency director and the management team. Provides training, coaching, and discipline of personnel. Performs related duties as required.	Master's degree in social work from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and three years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and four years of directly related experience; or a bachelor's degree from an appropriately accredited institution and five years of directly related experience; or an equivalent combination of education and experience.	The position is an exempt, full-time position. Must have a valid N.C. driver's license, good driving record and transportation for use at work. 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	06/17/2022 Thru 07/01/2022
Social Services	Social Worker Trainee	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.	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.	Requires valid N.C. driver's license, good driving record and transportation for use at work. Oral and written interviews. 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	06/17/2022 Thru 07/01/2022
Tax	Debt Setoff Coordinator	Performs intermediate administrative support work collecting and receipting various revenues, maintaining various files, records and reports, and related work as apparent or assigned. Applies debt setoff payments to appropriate accounts and updates clearinghouse data to ensure accounts are paid and updated as necessary. Backup cashier for head cashier and during peak times. Work is performed under the supervision of the Assistant Tax Collector.	High school diploma or GED, or equivalent combination of education and experience. Some knowledge of collections, rules, regulations and controls; some knowledge of standard office methods, techniques and procedures, business English, spelling and arithmetic; thorough skill operating data entry equipment; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to make decisions related to assigned operations in conformance with applicable laws and policies. Must have good customer service skills; must be able to deal courteously and tactfully with the public.	Considerable computer skills with basic Microsoft word experience. Some knowledge of collections procedures.	Based on experience	06/24/2022 Thru 07/01/2022

RANDOLPH COUNTY APPLICATION: Applications are available in the County Human Resources Office or from the Randolph County website, www.randolphcountync.gov/Jobs.aspx . 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 Carolyn Rich 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.