

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
Animal Services	Animal Care Attendant	An Animal Care Attendant cares for animals at the 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. The Animal Shelter is part of the Animal Services Department of Randolph County. This department provides animal shelter, adoption, care and control services for Randolph County. The Department reports directly to the County Manager and has an Animal Advisory Board.	Equivalent to the completion of the 12 th grade or High School equivalency. Six months of experience involving customer contact and six months of experience handling animals.	<p>Must have valid NC driver's license. This is a full time position with rotating shifts, weekends, holidays and overtime as needed. Animal handling, behavior assessment certification or experience preferred (Animal Care and Management Courses/Curriculum).</p> <p>To complete application, answer questions and see full details of this position, please go to this link- http://www.randolphcountync.gov/portals/0/downloads/AnimalCareAttendant.pdf</p>	Based on experience	<p>07/31/2020 Thru</p> <p><i>Open Until Filled</i></p>
Tax	Real Property Appraiser	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.	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.	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.	Based on experience	<p>07/17/2020 Thru 07/31/2020</p> <p><i>Extended Until 08/07/2020</i></p>
Juvenile Day Reporting Center	Case Manager	Performs a variety of services for the Juvenile Day Reporting Center (Teen Court/Restitution), including supervision of program participants to ensure their compliance with court ordered conditions and program requirements. Assists participants with educational progress by re-enforcing learning programs, skills and referrals. Keeps records and case files in order with attendance record, etc. Performs related duties as required.	Associates/Technical degree with coursework in human services, criminology, substance abuse, criminal justice, or related field and less than one year experience working with the public, or equivalent combination of education and experience.	Must have valid NC driver's license and good driving record. This position assists with transporting juveniles living in Randolph County. Saturday work will be necessary. Bilingual preferred, but not required. Background Check and Drug Screen Required.	Based on experience	<p>07/31/2020 Thru 08/07/2020</p>

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.	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 human services field and one year of directly related experience; Bachelor's degree in 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, 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. 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. <u>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</u>	Based on experience	07/31/2020 Thru 08/14/2020
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 have flexible working hours. 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.	Based on experience	07/24/2020 Thru 08/21/2020

RANDOLPH 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.