

**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 Health	Foreign Language Interpreter  <b>Part-Time (10 Hours/Week or Less)</b>	This position is assigned to the Environmental Health Food & Lodging section of the Health department. The purpose of this position is to provide foreign language interpretation and translation for Spanish-speaking clients.	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	12/03/2021 Thru 12/10/2021
Library	Library Technician	Provides circulation assistance to patrons including checkout of library material, issuing library cards, assessing fees and fines, and resolving problems related to library records.	High school diploma and two years' experience working in customer service or office environment, or equivalent combination of education and experience. Associates Degree preferred.	Bilingual English/Spanish preferred; Must have valid North Carolina driver's license. Hours 9:00am – 6:00pm; Some evening and Saturday hours. 40 hours/week full time position with full benefits.	Based on experience	12/03/2021 Thru 12/10/2021
Library	Librarian I (Children's Services)	Plans, schedules, promotes, conducts and evaluates programs for children and parents/caregivers; provides research assistance using electronic and print resources to children and parents/caregivers; provides computer assistance to children and parents/caregivers; provides reader advisory services to children and parent/caregivers; assists with selection of material for patrons; serves on committees, boards and teams, and works with outside organizations as necessary; provides circulation assistance to patrons.	Bachelor's degree and some experience working as a librarian or in a field related to the specialized nature of the position; or equivalent combination of education and experience.	Valid NC driver's license. Bilingual (English/Spanish) skills preferred, but not required. Work hours are Monday – Friday from 9:00am – 6:00pm. Some evening and Saturday hours required.	Based on experience	12/03/2021 Thru 12/10/2021
Emergency Services	Fire Inspector	Performs intermediate technical and administrative work performing fire inspections, presenting fire prevention programs, investigating suspicious fires, maintaining fire inspections paperwork, maintaining equipment and facilities, continuing training and instruction, and related work as apparent or assigned. Work is performed under the general direction of the Fire Marshal.	Graduation from high school with three (3) years experience in firefighting and/or fire prevention work; or an equivalent combination of experience and training. (See North Carolina Code Officials Qualification Board, Department of Insurance, rules for fire inspector certification). NC Certified Firefighter II, Level I, II, III Fire Inspector Certifications preferred. Computer experience preferred.	Valid North Carolina Driver's License without restriction, with the exception of corrective lenses. Possession of limited, probationary or standard fire inspector certification issued by the North Carolina Code Officials Qualification Board. Must obtain Level I Certification within six (6) months of employment and Levels II and III within five (5) years of employment. North Carolina Office of Emergency Medical Services Emergency Medical Technician certification preferred. Applicants will have an oral interview along with a written fire code examination. Employee will be subject to an after hour on-call schedule. <b>MUST PROVIDE RESUME AND COPIES OF ALL NCOSFM CERTIFICATIONS CURRENTLY HELD.</b>	Based on experience	11/24/2021 Thru <del>12/03/2021</del>  Extended Until <b>12/10/2021</b>

Cooperative Extension	Administrative Assistant	<p>Will provide administrative support to the County Extension Director and other staff of the NC Cooperative Extension–Randolph County Center. The County Extension Administrative Assistant is a member of the staff of NC Cooperative Extension. Primary responsibility is to provide administrative support to the County Extension Director and other staff as assigned. The Administrative Assistant cooperates with colleagues in NCCE and county leaders in performing assigned responsibilities. Duties include: budget related activities including purchasing, invoice processing, bookkeeping of multiple accounts and grants, maintenance of confidential personnel records, and completion of NCCE and Randolph County mandated reports. Maintain a high level of trust, confidentiality, and a positive, professional attitude towards supportive team building. Responsible for supporting individual agent programs as assigned. Answer phones, greet visitors to the office, respond to general information inquires, assist Extension Volunteer Groups, and carry out other general office duties as assigned.</p>	<p>Graduation from high school and two years of related experience; or graduation from a two-year secretarial science or business administration program and one-year related experience.</p>	<p>Have extensive knowledge of computer applications is required including Word, Google Docs, and Excel. Have a willingness to learn new software programs necessary to perform essential duties. Highly motivated, have strong organizational skills, and the ability to multitask. Strong written and oral communication skills. Maintain confidentiality, have effective time management skills and be able to prioritize tasks. Must be a certified Notary or willing to obtain Notary certification. Prefer budget and accounting process skills, customer service skills and be able to interface with other agencies. Human resource skills to assist with interview, hire and training processes. Social media marketing, webpage management, desktop publisher, newsletter design, and preparation are preferred.</p> <p>To apply for this position, please visit to: <a href="https://jobs.ncsu.edu/postings/152953">https://jobs.ncsu.edu/postings/152953</a>. Do not send applications to Randolph County Government.</p> <p>If you have general questions about the application process, contact Human Resources at (919) 515-2135 or <a href="mailto:workatncstate@ncsu.edu">workatncstate@ncsu.edu</a>.</p>	<p>Minimum Salary: \$31,200</p>	<p>11/19/2021 Thru 12/13/2021</p>
Social Services	Attorney I	<p>Responsible for providing legal representation and consultation to the Director, employees and the Board of Social Services. Duties include consultation to child and adult protective service investigators conducting abuse, neglect and dependency cases. Duties also include consultation in the provision of public assistance and consultation regarding adoptions and termination of parental rights. Represents agency in all phases of child and adult welfare litigation. Performs related duties as required.</p>	<p>Graduation from a recognized law school and licensed by the State of North Carolina to practice law.</p>	<p>The position is an exempt, full-time position. Standard agency hours are 40 hours per week; 8:00 AM to 5:00 PM. However, as an exempt professional, the attorney is expected to work the hours necessary to accomplish the responsibilities and duties of the position. Work hours may include nights, weekends, and holidays as required for court appearances, case consultation, and obtaining non-secure custody orders for children or adults alleged to be abused, neglected, dependent, or exploited. Transportation for use at work, valid North Carolina driver's license and good driving record. Oral and written interviews will be administered.</p> <p><b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b></p>	<p>Based on experience</p>	<p><i>Open Until Filled</i></p>
Emergency Services	<p>Paramedic</p> <p><b>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</b></p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Based on experience</p> <p><b>Paramedic Sign-On / Retention Bonus</b></p> <p><b>Policy Requirements Apply.</b></p>	<p><i>Open Until Filled</i></p>

Public Health	Dental Assistant II or Dental Hygienist II  <i>Temporary 12  Week Position /  32 Hour Week  Mon. – Thurs.  No BENEFITS</i>	The Dental Clinic provides dental screening, education and treatment services aimed at reducing the incidence of dental disease in Randolph County residents through a variety of education, clinical, and prevention programs. This position serves as an integral part of the public health dental team assisting the dentist(s) and dental hygienist(s) in the preparation and direct provision of primary care dental services to patients. This is a skilled position that combines traditional clinical dental assisting with office management and community education duties.	<u>Dental Assistant II requirements:</u> Graduation from an accredited high school and training as a dental assistant at a certified school or two years of experience as a dental assistant; and required x-ray training when needed, or an equivalent combination of education and experience. <u>Dental Hygienist II requirements:</u> Bachelor's degree in dental hygiene from an appropriately accredited institution; or an Associate's degree in dental hygiene from an appropriately accredited institution and two years of experience in dental hygiene or health education; or an equivalent combination of education and experience.	<u>Dental Assistant II:</u> Must be a Dental Assistant II (DAII) outlined in 21 NCAC 16F.0104 Successful completion of an ADA accredited dental assisting program and current CPR certification. Full-time employment as a chairside dental assistant for two years of the preceding five years with a 3 hour course in sterilization and infection control; a 3 hour course in dental office emergencies; radiology training consistent with NCGS 90-29(c)(12) and current certification in CPR; or completion of the certification examination administered by the Dental Assisting National Board and current certification in CPR. <u>Dental Hygienist II:</u> The Dental Clinic provides dental screening in selected grades, education and treatment services aimed at reducing the incidence of dental disease in Randolph County residents through a variety of education, clinical and prevention programs. Considerable knowledge of the techniques and practices of dental hygiene, this level of work requires a knowledge of educational theory and techniques in preparing and disseminating dental health educational information. NC Dental Hygiene License required. Current CPR certification required.	Dental Assistant II Salary: \$14.65- \$16.48  Dental Hygienist II Salary: \$21.62- \$24.37	<i>Open Until  Filled</i>
Social Services	Social Worker I/A/T – On-Call  <i>Please indicate on  your application  which Social Work  position you are  applying for.</i>	The On-Call Social Worker provides protective services including immediate response to crisis situations for at-risk children. Employee receives reports, provides first level screening and after second level screening with On-Call Supervisor may respond to investigate and/or assess reports of alleged abuse, neglect, or dependency as required by North Carolina General Statutes at any time of the day and on weekends when assigned by the work schedule.	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 of training and experience.  <b>Social Worker I, II, &amp; III may be considered.</b> <b>Minimum Training and Experience:</b> 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. Oral interview and written test will be performed. <b><i>Bilingual preference (English/Spanish) given</i></b> - A verbal Spanish test will be given if applicant lists Spanish as a second language. <b><i>Non-Standard work schedule, 4 Days/10 Hours Rotating Schedule plus On-Call hours. Work schedule will include both in-office/field work after normal work hours as well as on-call and immediate response duties required.</i></b>  <u><b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b></u>	Based on experience  <b><u>SIGN ON BONUS</u></b>  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 III – CPS In-Home Services  <i>Please indicate on your application which Social Work position you are applying for.</i>	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.  <b>Social Worker I and Social Worker II may be considered. Minimum Training and Experience:</b> 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  <b>SIGN ON BONUS</b>  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  <i>Please indicate on your application which Social Work position you are applying for.</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.	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.  <b>Social Worker I, II, &amp; III may be considered. Minimum Training and Experience:</b> 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.  <b>OFFICIAL College transcripts must accompany application in order for application to be considered complete.</b>	Based on experience  <b>SIGN ON BONUS</b>  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>
Juvenile Day Reporting Center	Transportation Aide/Driver  <b>Part-Time/ 20 Hours per Week</b>	Duties include organizing routes, keeping accurate documents of clients pick up and drop off times, mileage and maintenance records. Performs semiskilled work driving and transporting participants to and from programs, and related work as apparent or assigned. Work is performed under the limited supervision of the Juvenile Day Reporting Center Program Director.	High school diploma or GED.	Requires valid N.C. driver's license, good driving record and 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.	Based on experience	<i>Open Until Filled</i>

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 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.