



**Administrative Support Specialist: Position Number: 165-16-051**

This position is located in the DSS Director's Unit. The position functions in an administrative support role to the Director. The position serves as the Director's primary liaison and engages in activities related to successful involvement in agency affairs and decision making. The position plans and sets-up meetings and retreats and receives telephone calls and take down messages from the general public. This position serves as the Director's primary liaison to the Social Services Advisory Board and engages in activities related to successful Board involvement in agency affairs and decision making. The position plans and sets-up the bi-monthly Social Services Advisory Board meetings and prepares and mails out board packets. Position records minutes at each board meeting. **Position coordinates the agency's annual Community Christmas Project.** Position plans, prepares and disseminates special reports, the DSS newsletter, brochures, pamphlets, news releases and public information. This position performs other duties as may be assigned by the agency Director. Overtime work is compensated with compensatory time off. A valid NC driver's license and access to a passenger vehicle is required. Position is located on the fourth floor of the **Human Services Building in the Tarboro office**; however, office location may change based on the needs of the agency.

Knowledge, Skills and Abilities: Excellent knowledge and skill in both oral and written communications; the skill and ability to apply complex and diverse communication techniques when interacting with staff, clients and the public are critical to carrying out job responsibilities and to maintain the agency's public image; the ability to work independently using a knowledge of sound decision-making principles; the ability to professionally consult with clients and staff on routine problems, the ability to manage and coordinate a variety of tasks and the ability to effectively respond to the demands of a dynamic work environment are required. Must have the ability to organize own work, set priorities and meet critical deadlines. Position requires excellent knowledge of computers, printers, faxes, scanners, Windows and Microsoft Office and other software programs.

Education, Training and Experience: Graduation from a four year college or university and six months of administrative or office management experience; or completion of a two-year secretarial science or business administration program and three years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or office management experience; or high school graduation and five years of progressively responsible secretarial or clerical/administrative experience including one year of administrative or office management experience or an equivalent combination of education and experience.

**Preferences:** Prefer applicants with strong computer skills and excellent knowledge of Microsoft Office, Excel, Publisher, Power Point and various other software programs. Bilingual in English and Spanish is a plus. **A Computer Proficiency Test Is Required.**

**Starting Salary: \$25,545.00 or possibly higher depending on experience and credentials. Compensation for full-time employees includes excellent benefits that total over \$9,000.00 annually.**

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**Transcript(s) of undergraduate and/or graduate degree(s) is required at the time of interview. Degrees must be received from appropriately accredited institutions.**

Preferences: Prefer applicants with strong computer skills and/or knowledge of State Network Systems, NC FAST, imaging programs and Windows software including Microsoft Word. Bilingual applicants (English/Spanish) encouraged to apply. **We support a drug free work environment. A pre-employment drug screening and criminal background check is required.**

AA/EOE