

ADMINISTRATIVE OFFICER I
Grade 67/Salary \$43,353.00 - \$65,653.00

AN EQUAL OPPORTUNITY EMPLOYER

Location: Perquimans County Department of Social Services
Hertford, North Carolina

All applicants must complete a state application (PD-107) <https://oshr.nc.gov/nc-state-government-paper-application-employment-pd-107> & Submit by email to: ajordan@perqdss.net or by mail to:

Perquimans County Dept. of Social Services
PO Box 107, Hertford NC 27944 - or-

in person at: 103 Charles St, Hertford NC 27944

CLOSING DATE FOR RECEIPT OF APPLICATION: Open until filled

This is administrative work as a staff assistant in a divisional, departmental, or university program. Employees assist in conducting administrative details in a state or local department or institution or in directing a phase of a divisional or departmental program. They perform a variety of administrative duties including devising and installing new work methods; interpreting rules, regulations and procedures; and supervision of subordinate clerical employees. Work is performed under general supervision with limited exercise of independent judgment and is reviewed periodically through conferences, post audits, personal inspections and written reports to ensure conformity with established procedures and policies and the exercise of sound judgment.

EXAMPLES OF DUTIES PERFORMED: Plans and directs the work of a small group of subordinate employees engaged in maintaining general accounts, preparing payrolls, purchasing supplies and equipment and preparing related records, reports and statements. Assists in departmental personnel administration and budget preparation. Serves as an administrative assistant or an assistant director of specific university programs or activities within various departments and offices of business affairs, student affairs and other major educational departments; assists in the interpretation and dissemination of program policies and rules and in the formulation of new or revised policy. Assists the director of a small local department in management activities; confers with management representatives of other county and State departments in administrative services problems. Receives visitors and telephone calls and makes appropriate disposition of inquiries which involve interpretation of departmental or institutional policies and programs. Make decisions on specific operating problems in accordance with departmental or institutional policies and precedents. Receives and reviews correspondence, assigns it to appropriate persons for preparation of replies; reviews completed assignments for conformity with instructions, attachment of pertinent reference materials and general completeness. Secures information for the use of higher-level officials in preparing speeches, articles and reports; obtains material from a variety of sources and prepares abstracts or summaries of factual data. Performs related duties as required.

Knowledge, Skills, and Abilities:

Considerable knowledge of modern office procedures, practices, and equipment. General knowledge of the principles and practices of public administration and business administration. Some knowledge of personnel policies and practices. Some knowledge of accounting principles and practices. Ability to exercise judgment and discretion in applying and interpreting policies and procedures. Ability to plan, assign and review the work of others. Ability to understand and carry out oral and written instructions. Ability to establish and maintain effective working relationships with associates, officials and the public. Ability to express comments and opinions clearly and concisely in oral or written form.

Minimum Training and Experience:

Graduation from a four-year college or university and one year of experience in personnel, budgeting, research or administrative management; or an equivalent combination of training and experience.