

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-7132
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORTUNITY WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES

Repost Position

POSITION: Income Maintenance Supervisor II

DUTIES: Provides administrative & technical supervision for the Adult Medicaid income maintenance caseworkers programs; plans short- & long-range workflow; assigns, balances & coordinates staff case work; interviews, trains, evaluates, counsels & disciplines employees; ensures that Federal, State & local standards are met in a timely manner; performs other duties as required.

KNOWLEDGE, SKILLS, & ABILITIES: Thorough knowledge of principles, methods, techniques & practices of the program areas of assignment. Thorough knowledge of forms, documents, procedures & automation support (NC FAST) used in determining eligibility. Ability to analyze facts & exercise sound judgment in arriving at conclusions. Ability to delegate authority & to plan, train & supervise. Ability to prepare clear & concise reports. Ability to communicate complex ideas effectively, orally & in writing. Ability to solve problems within one's scope of responsibility. Ability to establish & maintain effective working relationships with clients, staff & the general public.

EDUCATION/EXPERIENCE: Any combination of education & experience equivalent to graduation from high school & considerable experience in Income Maintenance casework including some supervisory experience.

SALARY: \$36,221 annually

North Carolina State applications will be accepted until **Friday, January 31, 2020** at the Division of Workforce Solutions (formerly the Employment Security Commission), 309 N. Main Street, Room 123, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

Warren County is an Equal Opportunity Employer

TDD 1-800-735-2962



RUN: Daily Dispatch
Warren Record
Warren County Web Site
Employment Security Commission

Sunday, December 15, 2019
Wednesday, December 18, 2016

BILL: Warren County Human Resources
P.O. Box 619
Warrenton, NC 27589