



**Pasquotank County**  
**Department of Social Services**  
*External Posting*

**INCOME MAINTENANCE CASEWORKER II**

**Position Number**  
239-02-343

**Paygrade 13**

**Salary**  
\$28,222 – 40,262  
(for fully qualified  
IMC II)

**Posted**  
7/28/2017

**Closes**  
Open Until Filled

**How to apply?**

Contact NCWorks  
Career Center,  
422 McArthur Drive,  
252-331-4798

Current employees of  
Pasquotank Social Services  
should contact the agency  
Personnel Officer, Kathy  
Eason, if they are  
interested in applying.

Pasquotank County  
provides eligible  
employees with a  
competitive benefits  
package including paid  
health insurance, paid  
holidays, sick and vacation  
leave, and N.C. Local  
Government Retirement

PASQUOTANK  
COUNTY  
DEPARTMENT OF  
SOCIAL SERVICES IS  
AN EQUAL  
OPPORTUNITY  
EMPLOYER

**Position Responsibilities:** The nature of the business of the Department of Social Services is to provide programs of governmental assistance to those who are eligible for such assistance by the rules and regulations of each program.

Employees in this class are responsible for the total process of determining/re-determining applicant/client eligibility at Pasquotank County Department of Social Services. This employee will be expected to perform tasks such as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews. This employee must explain program(s) requirements and options and advise or refer clients to other program services as appropriate.

**Knowledge, Skills, and Abilities:** Considerable knowledge of the program/area(s) of assignment. General knowledge of all agency and community programs and services which could affect the client/applicant. Good mathematical reasoning and computational skills. Ability to read, analyze, and interpret rules, regulations, and procedures. Ability to communicate with clients/applicants, the public at large, and public officials to obtain data, and to explain and interpret rules, regulations, and procedures. Ability to instruct and to evaluate the work of lower level employees. Ability to perform caseworker functions within structured time frames.

**Minimum Training and Experience:** One year of experience as an Income Maintenance Caseworker; or an equivalent combination of training and experience.

To qualify as an Income Maintenance Caseworker II, an applicant must have one year of experience as an Income Maintenance Caseworker I. We will accept applications for Income Maintenance Caseworker I should fully qualified applicants not be available. The Income Maintenance Caseworker I qualifications are: Graduation from a four-year college/university; or graduation from an accredited associate degree program in Human Services Technology, Social Services Associate, Paralegal Technology, Business Administration, Secretarial Science, or a closely related curriculum; or graduation from high school with three years of paraprofessional, clerical, or other public contact experience which includes negotiating, interviewing, explaining information, the gathering and compiling of data, the analysis of data and/or the performance of mathematical or legal tasks; or graduation from high school and two years of paraprofessional, clerical or other public contact experience which included negotiating, interviewing, explaining information, gathering and compiling of data, analysis of data and/or performance of mathematical or legal tasks with at least one year of such experience being in an income maintenance program; or an equivalent combination of training and experience.

The position will require an individual to work Monday through Friday from 8:00 a.m. to 5:00 p.m. with an hour for lunch, either between 12:00 and 1:00 or 1:00 and 2:00 p.m. Some overtime work may be required as needed for emergencies or mass program changes, etc. Each work week consists of forty (40) hours. The rate of pay for an Income Maintenance Caseworker II starts at \$28,222. At six months the salary will increase to \$29,000. If the individual is not qualified as an Income Maintenance Caseworker II, the position occupied will be an Income Maintenance Caseworker I with a starting salary of \$25,587 per year and increasing to \$26,289 after six months. At the end of one year, the Income Maintenance Caseworker I will be promoted to an Income Maintenance Caseworker II.

Applicants will only be given credit for information provided on State Application PD107 & PD107A. Persons submitting incomplete applications may not receive full credit for their education, training, and experience. If work history involves part time work, you must state the number of hours worked per week to receive credit.

All applicants will be expected to take a typing test at the NCWorks Career Center at the time of application.