**INCOME MAINTENANCE CASEWORKER II**

**Grade 63/Salary $35,295.00 - $53,454.00**

**Grade 61/Salary $33,937.00 - $48,948.00**

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 in person, by email to: ajordan@perqdss.net or by mail to:  
Perquimans County Dept. of Social Services**

**103 Charles St, Hertford NC 27944 - or-**

**PO Box 107, Hertford NC 27944**

**CLOSING DATE FOR RECEIPT OF APPLICATION: Open until filled**

Employees in this class are responsible for the total process of determining/redetermining applicant/client eligibility in a County Department of Social Services. Work at this level includes such tasks as the interviewing of clients to obtain required information, completing initial applications, verifying the information obtained, determining eligibility or completing scheduled program reviews. Employees must explain program(s) requirements and options and advise or refer clients to other program services as appropriate. Employees usually report to an Income Maintenance Supervisor.

**Knowledge, Skills, and. Abilities** - Considerable knowledge of the program/areas 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 Requirements** - 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. 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.The rate of pay for an Income Maintenance Caseworker II starts at $35,295.00 per year. 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 $33,937.00 per year. At the end of one year, the Income Maintenance Caseworker I will be promoted to an Income Maintenance Caseworker II.