



GRANVILLE VANCE

public health

December 20, 2024

Processing Assistant IV
Salary Grade 59
Salary Range: \$35,786 to \$57,180.00
Position #463-04-724

It is the practice of GVPH to post the entire salary range for each job posting from hiring level to top of the range. Salary offer will be commensurate with experience, education, and equity with others in the agency upon hire. Local government entities may not offer salary levels outside of the posted salary range for each job posting.

Granville Vance Public Health (GVPH) is currently accepting applications for a Processing Assistant IV in our Granville office Environmental Health Department. This full-time position serves the Granville County Environmental Health Department providing clerical support.

PRIMARY PURPOSE: The primary purpose of this position is to be responsible for the front reception desk for the department. Work will involve the areas of customer service. This position will:

- Answers phone calls, routing calls appropriately or taking accurate messages when staff is unavailable.
- Performs data entry using environmental health specific software-CDP.
- Gives information to the public about environmental health, including procedures and general statutes.
- Maintains files electronically and in paper form.
- Performs other clerical duties as needed, including supporting the Vance County office when needed.

MINIMUM REQUIREMENTS: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

PREFERRED EXPERIENCE: Experience in environmental health and dealing with the public is preferred. Must have computer skills and be able to work effectively with the public. Candidate must be able to understand and learn N.C. General Statutes, local county and city ordinances, and procedures relating to environmental health. Candidate must be self-motivated.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, N.C. Local Government Employees Retirement System membership, thirteen paid holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: To apply for these positions interested applicants must submit the following: a completed State application (PD 107), certified college transcripts and three work-related references. This position is open until filled with first review of applications on December 31, 2024. Applicants may submit via email to humanresources@gvph.org or postal mail to:

Personnel Director
Granville Vance Public Health
Post Office Box 367
Oxford, North Carolina 27565

SELECTION PROCESS: The selection process includes review of qualifications, structured interviews, reference checks on qualified applicants, approval by the state office of human resources, and successful completion of a pre-employment drug screen. This position will remain open until filled. **GVPH is an equal opportunity employer.**