

Employment Opportunities Bulletin

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Durham County Government's website is www.durhamcountync.gov

This publication (which is updated every Monday) lists jobs with Durham County Government for which applications are being accepted. Some jobs also request other documents to accompany the application therefore, a thorough review of the requirements for the jobs that you are interested in is imperative. Applications that come in without the proper documents will be eliminated and marked as "incomplete". **A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH POSITION LISTED. ONLY A DURHAM COUNTY APPLICATION FOR EMPLOYMENT WILL BE ACCEPTED.** You can apply for jobs in one of the following ways:

1. Download the application and any required supplemental forms; fill in completely and: email to humanresources@durhamcountync.gov
2. Fax to (919) 560-7902
3. Mail to 200 E. Main Street, 3rd floor, Durham, NC 27701
4. Come to 200 E. Main Street, 3rd floor and complete a handwritten application

Human Resources accepts applications weekdays from 8:00AM to 5:30PM, except holidays. **Durham County applications must be received by the closing date indicated for each position. Your application for any job does not guarantee that you will be contacted by the department for further consideration.** As a condition of employment, individuals hired by the County are required to present proof of identity and of their legal eligibility to work in the United States before they can begin work. **It is Durham County's policy that no persons will be hired who owe real or personal property taxes to the County.**

PLEASE POST May 21, 2012

OFFICIALS AND ADMINISTRATORS POSITIONS

COUNTY SOCIAL SERVICES DIRECTOR (Social Services)

\$97,930 - \$168,595

The County Social Services Director serves as the executive officer of the Durham County Department of Social Services, a large public social service agency with complex programs and multiple levels of management and supervisory personnel who report to the Director. The Social Services Director has direct responsibility for a workforce of nearly 450 employees.

As the agency director, this position directs other managers/supervisors, professional, and support staff in the delivery of agency services. This position also provides leadership and direction for program development, establishing program standards and monitoring and evaluating quality of service delivery systems. The director supervises budget activities and may maintain direct involvement in conflict /complaint resolution, staffing and personnel issues and serves as the principal spokesperson for the agency relative to program issues. Work also involves representing the department with government officials, other human services providers, and a variety of advocacy groups to influence the decision making process in order to ensure adequate resources for program maintenance and expansion and the delivery of comprehensive services. The director is appointed by and reports to a local board of social services.

The candidate must have a MSW and two years of supervisory experience in the delivery of client services; or a bachelor's degree in social work and three years supervisory experience in the delivery of client services, one of which must have been in Social Services; or graduation from a four year college or university and three years of supervisory experience in the delivery of client services, two of which must have been in Social Services; or an equivalent combination of training and experience.

AN EQUAL OPPORTUNITY EMPLOYER

THE IDEAL CANDIDATE: The County is seeking a dynamic, motivated Department of Social Services Director with an MSW and a minimum of five years of progressively responsible mid-level or higher administrative experience. A creative, innovative leader with experience managing multiple program areas for social service programs at the division level or larger within a county or local governmental entity is preferred. The candidate must also have the demonstrated ability to build, strengthen and maintain productive community coalitions with considerable experience managing the social services function within a diverse population in support of the department's goals. Excellent communication and interpersonal skills are a must. As well candidates should possess creative and flexible problem solving skills.

Appointment Type: Regular
Date Posted: December 15, 2011
Closing Date: Open until filled
Position No.: 40001836

DIRECTOR OF HUMAN RESOURCES

\$88,718 - \$152,739

(Human Resources)

Durham, NC ...Durham County is seeking a new Human Resources Director. The County employs more than 1,800 full-time employees serving a total population of more than a quarter million residents. Serving 26 departments with a staff of 17 full and part-time people performing recruitment, benefits, employee relations, and health and wellness functions, the Human Resources Director will assume responsibility of a \$1.5M operating and \$13.3M self-funded benefits budgets, report to the County Manager and serve as a member of the leadership team. **Qualifications:** Experience in a generalist capacity with extensive track record in organizational change, innovative recruitment strategies, succession planning and strategic plan implementation is required along with extensive knowledge of federal and state employment law. Outstanding communication and collaboration skills are a necessity. A minimum of a Bachelor's degree in Human Resources or related field and eight or more years of progressive experience in human resources, including time as a director, assistant director, or division manager are required. A master's degree in public administration or related field, local government experience, certification (e.g. PHR, SPHR, IPMA-CP, ICMA-CM) or eligibility and desire to sit for certification are *preferred*. **To apply, please go to www.developmentalassociates.com, click on the "View Current Career Opportunities" button and then the *Human Resources Director* link. All applications must be submitted online. Questions may be sent to durhamcountyhiring@developmentalassociates.com. Resume review will begin April 12 but the position remains open until filled.**

PROFESSIONAL POSITIONS

HUMAN RESOURCES ANALYST

\$40,261 - \$69,307

(Human Resources - Employee Relations/Training Division)

Performs independent, professional, and analytical work interpreting, applying and maintaining the County' human resources programs and assisting with a variety of personnel functions including employee relations, performance management, policy development and training. Develops organizational systems and interventions, creates and modifies training modules for various human resource programs, conducts surveys and/or needs assessments, uses various assessment tools; MBTI, DISC, SWOT. Program areas include progressive discipline, Employee Assistance, ADA, Drug Testing, Employee Recognition, Unemployment Compensation and EEO. Assists with an on-line performance evaluation, and automated training and development system. Writes and/or reviews County policies and procedures to recommend changes. Assists in investigations and responses to EEOC complaints and employee grievances, tracks the status and maintains accurate records. Researches and interprets statutes, regulations, laws and rules pertaining to human resources; establishes and maintains confidential personnel files, compiles analytical data for special reports. The ability to organize and prioritize assignments is essential. Strong communications skills a plus. Ability to manage multiple priorities critical. Prior experience with an integrated HR system and experience in multiple HR functional areas preferred. **Requires** any combination of education and experience equivalent to graduation from an accredited college or university with major work in human resources, psychology or a related field and six months of professional experience in human resources administration.

Appointment Type: Regular
Date Posted: March 12, 2012
Closing Date: Open until filled
Position No.: 40000242

INCOME MAINTENANCE SUPERVISOR II

\$38,319 - \$65,968

(Customer Accountability/Quality Assurance & Training)

Oversees a team of Quality Assurance analysts and trainers that support a variety of programs including Food & Nutrition, Family & Children's Medicaid and Adult Medicaid programs. Coordinates the work assignments of personnel to ensure that program services are adequately reviewed for program performance and that training needs are met; determines the best approach to assist programs to meet state and federal guidelines; meets monthly with each QAT worker to review work plan activities and give direction and guidance; ensures adequate coverage of the unit; coaches, trains, and develops staff; conducts performance appraisals. Reviews results of case records and ensures that results are reported to program management. Reviews rebuttals related to quality control and facilitate resolution. Assists team in creating tracking tools and other processes to address identified needs in programs and recommends systems changes as needed. Reviews quarterly contract monitoring for accuracy, thoroughness and timeliness. Assists QAT team members in developing/revising quarterly contract monitoring report templates when a contract is fully executed. Provides feedback on required contract corrective action plans and ensures receipt of the plans according to established deadlines. Provides technical assistance to contractors and to the Contract Oversight Committee during the RFP and selection processes. Applicant must possess strong communication and organizational skills as well as the ability to effectively work with a diverse population. Knowledge of personal computers and Microsoft applications preferred. **Requires** three years of experience as a caseworker or investigator in an income maintenance program, preferably with one year of supervisory experience; or an equivalent combination of training and experience.

Appointment Type: Regular
Date Posted: April 30, 2012
Closing Date: Open until filled
Position No.: 40001379

NETWORK ENGINEER
(Information Technology)

\$54,143 - \$93,210

Performs complex technical analysis, design and support. Responsible for professional and administrative work involving the planning, implementation and management of voice and data networks, wide and local area networks, network security and various related technology solutions. **Requires** any combination of education and experience equivalent to graduation from an accredited college or university with a degree in computer science or a related field, with a demonstrated ability to design, implement, and troubleshoot local and wide area networks. Certifications and experience in data and voice networking, network security, and project management desired. Supervisory or leadership experience desired.

Appointment Type: Regular
Date Posted: February 27, 2012
Closing Date: Open until filled
Position No.: 40000224

PHYSICIAN EXTENDER II
(Public Health - General Health Services)

\$59,763 - \$102,888

Will work in the Family Planning Clinic and practice as a clinician in the delivery of health care related to contraception, prevention of pregnancy, detection and treatment of abnormal Pap tests, and prevention and treatment of Sexually Transmitted Diseases (STDs). Work includes obtaining complete histories and physicals on patients, performing diagnostic tests and assessing results, prescribing appropriate contraception, and providing appropriate counseling and referrals. Will serve as the lead clinical provider in the clinic and will orient any new PE to the clinic, provide input into any policies, procedures, or protocols related to clinical practice. The employee will also become trained in performing colposcopies (when training available), and will take the lead on performing and arranging this procedure. **Requires** graduation from a physician assistant program approved by the NC Board of Medical Examiners and "approved to practice medical acts" based on education and experience by the Board of Medical Examiners, and preferably one year of experience as an extender; or licensed as a Registered Nurse by the NC Board of Nursing, graduation from a nurse practitioner program approved by the NC Joint Subcommittee of the Board of Nursing and Board of Medical Examiners, and "approved to practice medical acts" based on education and experience by the Joint Subcommittee, and preferably one year of experience as an extender; or an equivalent combination of education and experience.

Note: Must submit a copy of license.

Appointment Type: Regular
Date Posted: March 12, 2012
Closing Date: Open until filled
Position No.: 40001960

PUBLIC HEALTH NURSE I
(Public Health - Tuberculosis Control)

\$42,298 - \$72,816

Will function as a staff nurse in a Tuberculosis (Tb) clinic that provides services to people infected with Tb, their contacts, and other in the community under specified situations. Will be responsible for facilitating care for individual patients in the clinic by obtaining proper lab work, arranging follow-up care, and providing information to patients. Performs communicable disease surveillance for other disease as assigned. **Requires** graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation, or master's in Public Health and graduation from a school of professional nursing; or graduation from a school of professional nursing and one year of professional nursing experience; or an equivalent combination of training and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular
Date Posted: January 16, 2012
Closing Date: Open until filled
Position No.: 40001036

PUBLIC HEALTH NURSE I

\$21.69/HR. - \$37.34/HR.

(Public Health –Family Planning Clinic)

Serves as staff nurse in Family Planning Clinic one day per week. Staff nurse responsibilities include interviewing patients, assessing contraceptive needs and providing appropriate counseling, doing pregnancy test counseling and communicating problems to Nurse Practitioners. **Requires** graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation, or Master’s in Public Health and graduation from a school of professional nursing; or graduation from a school of professional nursing and one year of professional nursing experience; or an equivalent combination of training and experience. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing.

Appointment Type: Regular, Part-time (20%)
Date Posted: February 27, 2012
Closing Date: Open until filled
Position No.: 40001049

PUBLIC HEALTH NURSE II

\$46,687 - \$80,374

(Public Health – Community Health)

Will act as Charge Nurse in Maternity Clinic an average of two days a week. During this time, will oversee flow of clinic, provide phone consultation, advise staff on actions needed. During the remainder of work days will service as staff nurse in clinic. Staff nurse responsibilities include interviewing patients, ordering lab work as needed, communicating problems to Nurse Midwives or physicians, and providing patient teaching. **Requires** graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master’s in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience.

Appointment Type: Regular
Date Posted: April 30, 2012
Closing Date: Open until filled
Position No.: 40001082

PUBLIC HEALTH NURSE II

\$46,687 - \$80,374

(Public Health – Communicable Disease)

Will be responsible for communicable disease surveillance, investigation, and control. Will follow specific protocols and standing orders for each disease. Routinely contact medical providers, infected persons, and contacts. Complicated situations will be managed in collaboration with other communicable disease staff and agency employees. Will be expected to pass the North Carolina Electronic Disease Detection System (NCEDDS) class and the Communicable Disease course at the first opportunity. **Requires** Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience; or Master’s in Public Health and graduation from a school of professional nursing and one year of professional nursing experience; or graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience; or an equivalent combination of training and experience.

Appointment Type: Regular
Date Posted: April 9, 2012
Closing Date: Open until filled
Position No.: 40001087

PUBLIC HEALTH NURSING DIRECTOR

\$62,791 - \$108,096

(Public Health – Community Health)

Directs and leads the Community Health Division, encompassing clinical and community based programs and services delivery. Plans division goals, establishes policies and procedures, and develops division budget. Sets program standards and specifies monitoring guidelines. Organizes personnel for optimum program delivery. Develops work plans and conducts performance appraisals. Recommends disciplinary actions up to and including dismissal. Responsible for nursing practice oversight. Directly supervises program managers for Communicable Disease, Women’s Health and Children’s Health Sections. Participates in Health Department Leadership/Management Team. Participates in grant writing, grant funded projects and intra-agency collaborations. Represents the Health Department in community settings and on community boards. Conducts special projects. Participates in media/public relations endeavors. Active in public health preparedness activities. Prefer candidate with master’s degree in nursing or public health related program. **Requires** a master’s degree in Nursing and five years of Public Health nursing experience (including four years of experience in a supervisory capacity); or graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and six years of Public Health nursing experience (including four years of experience in a supervisory capacity); or a Master’s in Public Health and graduation from a school of professional nursing and five years of Public Health Nursing experience (including four years of experience in a supervisory capacity); or graduation from a school of professional nursing and seven years of professional nursing experience six of which must have been in Public Health (including four years of experience in a supervisory capacity); or an equivalent combination of training and experience.

Appointment Type: Regular
Date Posted: May 21, 2012
Closing Date: Open until filled
Position No.: 40001070

PUBLIC HEALTH NUTRITIONIST

\$20.65/HR. - \$35.54/HR.

(Public Health – School Nutrition)

Plan and provide community group nutrition education to elementary school-age children targeting a culturally-diverse at-risk population through classroom lessons, health fairs, taste tests, and school-wide promotions. Develop and conduct on-going program needs assessment and outcome evaluation. Distribute nutrition education to target audience through written materials such as newsletters and bulletin boards in addition to lessons taught in the classroom. Requires good written and oral communications skills and ability to work well independently and with a team. Some early morning, evening and weekend work will be required. Prefer candidates bilingual in Spanish. Valid NC driver’s license and reliable transportation a must. **Requires** any combination of education and experience equivalent to a bachelor’s degree in dietetics or foods and nutrition and one year of nutrition/dietitian experience or a master’s degree in nutrition or public health nutrition; incumbent must be a Registered Dietitian (RD) by the ADA Commission on Dietetic Registration and a Licensed Dietitian/Nutritionist (LDN) by the North Carolina Board of Dietetics and Nutrition.

Special Requirement: Registered Dietitian with ADA Commission on Dietetic Registration and NC Dietitian/Nutritionist License.

Note: Must submit copy of Registered Dietitian card and LDN card with application.

Appointment Type: Provisional, Part-time, (48%)
Date Posted: December 12, 2011
Closing Date: Open until filled
Position No.: 40005378

SOCIAL WORK PROGRAM MANAGER**\$51,534 - \$88,718****(Social Services – Child Placement & Supportive Services)**

Manages the delivery of a comprehensive Child Placement & Supportive Services Program within the Department of Social Services. Supervisory tasks include, but are not limited to policy development, program planning, budget preparation and supervision of Child Placement Supervisors. Serves as an agency liaison with designated committee and interagency groups. Candidates should have the demonstrated ability to work in collaboration with a diverse group of individuals and community partners. Considerable knowledge of Child Welfare laws and the methods and principles of casework supervision and training is essential. Candidates should possess skills in leadership, strategic planning, creative thinking, program evaluation, and relationship-building. **Requires** a MSW degree from an accredited school of social work and three years of social work or counseling experience, two of which were in a supervisory capacity; or a BSW degree from an accredited school of social work and four years of social work or counseling experience, two of which were in a supervisory capacity; or a master's degree in a counseling field and four years of social work or counseling experience, two of which were in a supervisory capacity; or a four-year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and five years of social work or counseling experience, two of which were in a supervisory capacity; or graduation from a four-year college or university and six years of experience in rehabilitation counseling, pastoral counseling, or a related human services field providing experience in techniques of casework, group work, or community organization, two of which were in a supervisory capacity; or an equivalent combination of training and experience.

Special Requirement: Requires a valid North Carolina driver's license and vehicle.

Appointment Type: Regular
Date Posted: May 7, 2012
Closing Date: May 25, 2012
Position No.: 40001397

SOCIAL WORK SUPERVISOR II**\$42,298 - \$72,816****(Customer Accountability/Quality Assurance & Training)**

Oversees a team of Quality Assurance analysts and trainers that support a variety of programs including Child Welfare, Community Initiatives, Adult Services, Work First and Child Support programs. Coordinates the work assignments of personnel to ensure that program services are adequately reviewed for program performance and that training needs are met; determines the best approach to assist programs to meet state and federal guidelines; meets monthly with each QAT worker to review work plan activities and give direction and guidance; ensures adequate coverage of the unit; coaches, trains, and develops staff; conducts performance appraisals. Reviews results of case records and ensures that results are reported to program management. Reviews rebuttals related to quality control and facilitates resolution. Assists team in creating tracking tools and other processes to address identified needs in programs and recommends systems changes as needed. Reviews quarterly contract monitoring for accuracy, thoroughness and timeliness. Assists QAT team members in developing/revising quarterly contract monitoring report templates when a contract is fully executed. Provides feedback on required contract corrective action plans and ensures receipt of the plans according to established deadlines. Provides technical assistance to contractors and to the Contract Oversight Committee during the RFP and selection processes. Applicant must possess strong communication and organizational skills as well as the ability to effectively work with a diverse population. Knowledge of personal computers and Microsoft applications preferred. **Requires** an MSW degree from an accredited school of social work and one year of social work or counseling experience; or a BSW degree from an accredited school of social work and two years of social work or counseling experience; or a master's degree in a counseling field and two years of social work or counseling experience; or four year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and three years of social work or counseling experience; or graduation from a four year college or university and four years of experience in rehabilitation counseling; pastoral counseling, or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience.

Special Requirement: Requires a valid North Carolina driver's license and vehicle.

Appointment Type: Regular
Date Posted: April 30, 2012
Closing Date: Open until filled
Position No.: 40001487

SOCIAL WORK SUPERVISOR III (Work First Program Manager)

\$49,052 - \$84,444

(Social Services – Family Economic Independence - Work First)

Manages the delivery of services (policy development, program planning, budget preparation and staff supervision) provided in the Work First section which includes Work First Cash Assistance and Work First Employment Services; prepares and provides oversight for contracts and supervises contract staff; serves as an agency liaison to interagency groups and the community; develops community resources and serves as an informational specialist and public relations consultant. Knowledge of TANF and/or Work First policies highly desired. Considerable knowledge of program planning needed. Master's degree in social work or public administration highly desired.

Requires a MSW from an accredited school of social work and two years of social work or counseling experience; or a BSW from an accredited school of social work and three years of social work or counseling experience; or a master's degree in a counseling field and three years of social work or counseling experience; or four year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of social work or counseling; or graduation from a four-year college or university and five years experience in rehabilitation counseling, pastoral counseling or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience. Candidates with bilingual skills preferred.

Special Requirement: Requires a valid North Carolina driver's license and vehicle.

Appointment Type: Regular
Date Posted: May 14, 2012
Closing Date: May 25, 2012
Position No.: 40001490

SOCIAL WORKER II

\$36,472 - \$62,791

(Customer Accountability/Quality Assurance & Training)

Develops curriculum and provides new hire training for the Community Initiatives program. Utilizes quality control review results and consults with program managers and supervisors on refresher training needs. Develops and implements record review tools and recommendations for correction of error trends. Visits the various schools where the social workers are located and represent the agency while engaging with the principal, staff and other school administration. Attends and participates in all state reviews, audits of program and meetings with state program representatives to interpret and apply policy. Develops contract monitoring tools and monitors contracts quarterly. Participates as a resource expert in bidder's conferences and contract selection teams. Participates in unit/section meetings to discuss quality and training elements. Must have thorough knowledge of Child Welfare programs. Applicant must possess strong communication and organizational skills as well as the ability to effectively work with a diverse population. Knowledge of personal computers and Microsoft applications preferred. **Requires** a BSW degree from an accredited school of social work; or a bachelor's degree in a human services field from an accredited college or university and one year of directly related experience; or a bachelor's degree from an accredited college or university and two years of directly related experience. Candidates with bilingual skills preferred.

Special Requirement: Requires a valid North Carolina driver's license and vehicle.

Appointment Type: Regular
Date Posted: April 30, 2012
Closing Date: Open until filled
Position No.: 40001381

SOCIAL WORKER II**\$36,472 - \$62,791****(Customer Accountability/Quality Assurance & Training)**

Develops curriculum and provides new hire training for the Child Welfare Services Division. Utilizes quality control review results and consults with program managers and supervisors on refresher training needs. Develops and implements record review tools and recommendations for correction of error trends. Attends and participates in all state reviews, audits of program and meetings with state program representatives to interpret and apply policy. Develops contract monitoring tools and monitors contracts quarterly. Participates as a resource expert in bidder's conferences and contract selection teams. Participates in unit/section meetings to discuss quality and training elements. Must have thorough knowledge of Child Welfare programs. Applicant must possess strong communication and organizational skills as well as the ability to effectively work with a diverse population. Knowledge of personal computers and Microsoft applications preferred. **Requires** a BSW degree from an accredited school of social work; or a bachelor's degree in a human services field from an accredited college or university and one year of directly related experience; or a bachelor's degree from an accredited college or university and two years of directly related experience. Candidates with bilingual skills preferred.

Special Requirement: Requires a valid North Carolina driver's license and vehicle.

Appointment Type: Regular
Date Posted: April 30, 2012
Closing Date: Open until filled
Position No.: 40003725

SOCIAL WORKER III**\$40,261 - \$69,307****(Social Services – Child Protective Services)**

Provides family/investigative assessments in response to reports of suspected child abuse and neglect as defined by the General Statutes of North Carolina. Provides In-Home Services for families with a history of child neglect and abuse. Conducts comprehensive assessments of child safety, family strengths and needs, and family support systems. Works in partnership with other community agencies. Prepares court summaries and participates in associated court proceedings. Ability to use best practice strategies and professional judgment in complex situations is essential. Must have knowledge of child welfare policies and practices (including but not limited to social work investigation, crisis intervention, and family functioning and child development) and be able to integrate this knowledge and skill in judicial and other legal proceedings. **Requires** a MSW degree from an accredited school of social work; BSW degree from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); BSW degree from an accredited school of social work and one year directly related experience; master's degree in counseling in a human services field and one year of social work or counseling; bachelor's degree in a human services field from an accredited college or university and two years directly related experience; bachelor's degree from an accredited college or university and three years of directly related experience. Candidates with bilingual skills preferred.

Special Requirement: Requires a valid North Carolina driver's license and vehicle.

Appointment Type: Regular
Date Posted: April 23, 2012
Closing Date: Open until filled
Position No.: 40001439

TECHNICIAN POSITIONS

MEDICAL LABORATORY TECHNICIAN II **(Public Health – General Health Services)**

\$31,449 - \$54,143

Perform medical laboratory procedures including, microscopy, hematology, serology, microbiology, urinalysis, urine pregnancy testing and others. Preferred but not required: phlebotomy skills and one year of clinical experience. **Requires** any combination of education and experience equivalent to an associate's degree program of medical technology; or completion of a certified laboratory assistant course in medical technology or a comparable course, and one year of medical laboratory experience; or graduation from high school and three years of medical laboratory experience.

Appointment Type: Regular
Date Posted: May 14, 2012
Closing Date: June 15, 2012
Position No.: 40006525

SYSTEMS SUPPORT TECHNICIAN **(Library – Library Technology)**

\$36,472 - \$62,791

Performs responsible work as a technology assistant for the Durham County Library. Provides support for library's public and staff PCs, Horizon Integrated Library System (online catalog), 3M self-check machines and Envisionware computer reservation system. Investigates hardware and software issues for all library computers and equipment. Assists in creating reports and managing data in the Horizon Integrated Library System. Conducts computer-training programs for the public. Requires working knowledge of the computer hardware and peripherals, and computer software packages and database management. Must possess good presentation and creative problem-solving skills; ability to teach and train others is essential. **Requires** any combination of education and experience equivalent to graduation from high school, supplemented by courses in microcomputer systems, and two (2) years of experience in PC configuration, installation, troubleshooting, and repair. Thorough knowledge of personal computer technology; ability to install PCs, operating systems, and applications software; ability to take initiative and use creative and innovative thinking to find solutions to computer or technical problems and possess good presentation and teaching skills both in individual situations and in groups are essential. Some knowledge of library procedures and practices desirable. Requires some evenings and weekends.

Appointment Type: Regular
Date Posted: May 7, 2012
Closing Date: May 25, 2012 (2 Positions)
Position No: 40001715

PARAPROFESSIONAL POSITIONS

INCOME MAINTENANCE CASEWORKER II

\$29,933 - \$51,534

(Social Services – Family & Children Medicaid)

Interviews and determines eligibility for Family & Children Medicaid Programs. Performs in-depth assessments as well as gathers and documents information. Assesses accuracy of information received to determine eligibility. Informs clients of all available programs and makes referrals to appropriate programs or agencies. Keeps abreast of rules and regulations governing all programs. Ability to work under pressure and handle multiple tasks is essential. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates **must** be bilingual.

Appointment Type: Regular
Date Posted: April 16, 2012
Closing Date: Open until filled
Position No.: R-40001552

INCOME MAINTENANCE CASEWORKER II

\$29,933 - \$51,534

(Social Services – Family & Children Medicaid)

Interviews and determines eligibility for Family & Children Medicaid Programs. Performs in-depth assessments as well as gathers and documents information. Assesses accuracy of information received to determine eligibility. Informs clients of all available programs and makes referrals to appropriate programs or agencies. Keeps abreast of rules and regulations governing all programs. Ability to work under pressure and handle multiple tasks is essential. Strong oral and written communication skills, as well as organizational skills are highly desired. **Requires** one year of experience as an Income Maintenance Caseworker; or a degree from an accredited college or university; or an associate's degree in accounting, business administration, human services, secretarial science or closely related field and two years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data; or a high school diploma and five years paraprofessional, clerical or other public contact experience which includes negotiating, interviewing, obtaining, analyzing and/or evaluating data. Candidates **must** be bilingual.

Appointment Type: Regular
Date Posted: March 26, 2012
Closing Date: Open until filled
Position No.: R-40001573

LIBRARY ASSISTANT

\$12.60/HR. - \$21.69/HR.

(Library – North Regional Library)

Supports library circulation functions such as checking items in and out, shelving, pulling holds, fee collection, and daily intake and delivery of library materials. Assists with special projects that further the library's strategic plan. Serves on system teams and committees as assigned. Work is performed under the supervision of the Library Circulation Manager. Although position is based at the North Regional Library, may work at other Durham County Library locations on an "as-needed" basis. Computer skills and the ability to work pleasantly and effectively with people of all ages and the ability to speak Spanish a plus. **Requires** any combination of education and experience equivalent to graduation from an accredited community college with study in library science or related field and six months experience in general library services.

Appointment Type: Regular, Part-Time (50%)
Date Posted: May 14, 2012
Closing Date: May 25, 2012
Position No.: 40003052

OFFICE AND CLERICAL POSITIONS

ELECTION POLL WORKER

\$11.55/HR. - \$18.70/HR.

(Board of Elections)

The ideal candidate must possess the desire to work for democracy and support the Board of Elections (BOE) professionally administering honest and fair elections. Durham County precinct officials can be recommended by the political parties and are appointed by the Durham County Board of Elections for a two year term beginning in August of odd-numbered years. The Election Workers will serve in one of the following roles: Chief Judge, Judges and Assistants.

- The Chief Judge has primary responsibility for conduct of elections in his or her precinct. In this capacity, the Chief Judge contacts responsible parties at the polling site to make arrangements for each election and contacts the Judges and other precinct assistants to confirm their availability.
- Judges work closely with the Chief Judge. In the absence of the Chief Judge, a Judge may be appointed to serve as Chief Judge during a given election.
- Under guidance provided by the Board of Elections, Assistants serve at the discretion and direction of the Chief Judge. The Chief Judge assigns all duties and provides training at the pre-election planning meeting immediately prior to each election.

Special Requirement: Please complete the Board of Elections Application which is located on the Durham County Government Employment Opportunities website. Must be a registered voter in Durham County. Must be able to read and write. Must attend mandatory training. Must not be an elected government official or a manager or treasurer for any candidate or political party. Must not be a candidate or an immediate family member of candidate in the election. Must be at least 18 years of age. For more details on this position or questions concerning the status of your application, contact the BOE directly at 919-560-0700.

Hours: Varies
Appointment Type: Seasonal/ Relief, Part-time (15%)
Date Posted: January 30, 2012
Closing Date: June 1, 2012
Position No.: 40000116

LIBRARY PAGE

\$8.49/HR. - \$14.61/HR.

(Library – Resources & Technical Services)

Sort and distribute new library materials; process books and audiovisual formats; delete item holdings from the Horizon database and discard library materials; and repair and repackage library materials. Assist with special projects that further the library's strategic plan. Serve on system teams and committees as assigned. Work is performed under the supervision of the Division Head. Should possess excellent customer service skills, basic computer skills, functional skills, the ability to work pleasantly and effectively with people of all ages and physical strength to push fully loaded book carts and lift moderate weights, and ability to speak Spanish a plus. Although position is based in the Resources & Technical Services Division at the Main Library, may work at other Durham Library locations on an "as-needed" basis. **Requires** any combination of education and experience equivalent to sixteen years of age and completion of tenth grade.

Appointment Type: Regular (Part-time, 48%)
Date Posted: May 21, 2012
Closing Date: June 1, 2012
Position No.: 40007286

PROCESSING ASSISTANT III

\$23,384 - \$40,261

(Social Services – Customer Information Center)

Provides clerical support for the Customer Information Center; answers the telephones, routes calls and records messages; types forms, correspondence and reports; maintains files and processes case records; performs other clerical tasks as assigned. Knowledge of Microsoft Office and the ability to operate standard office equipment highly desired. Effective oral, written, and interpersonal communication skills with a customer service focus are essential. Ability to deal effectively with the public desired. **Requires** high school graduation and one year of clerical work experience; or an equivalent combination of training and experience. Candidates **must** be bilingual.

Appointment Type: Regular
Date Posted: April 2, 2012
Closing Date: Open until filled
Position No.: 40001250

PROCESSING ASSISTANT III

\$23,384 - \$40,261

(Public Health - Administration)

Responsible for the Patient Information Desk. Greet patients and visitors. Assign visitor's badge. Direct patients and visitors to appropriate clinic, schedule patient appointments and other duties as assigned. Requires excellent customer service skills and data entry skills. **Requires** high school graduation and one year of clerical work experience; or an equivalent combination of training and experience.

Appointment Type: Regular
Date Posted: May 14, 2012
Closing Date: May 25, 2012
Position No.: R-40005075

STAFF ASSISTANT I (Election Support Team)

\$11.55/HR. - \$18.70/HR.

(Board of Elections)

The ideal candidate must possess the desire to work for democracy and support the Board of Elections (BOE) professionally administering honest and fair elections. This is a non-political, non-partisan position. Strong communication skills, ability to follow directions, integrity, and people skills are necessary. Success in this position offers much satisfaction and community engagement. Basic election duties include but are not limited to: data entry, processing documents for mailing, answering telephones and providing customer service to the public. Must have effective oral and written communication skills; be detail-oriented and customer service-oriented. Knowledge of Microsoft Office and the ability to operate standard office equipment highly desired. **Requires** any combination of education and experience equivalent to high school graduation and six months successful work experience.

Special Requirement: Must be able to lift 40 lbs. Must possess a valid NC driver's license and registered vehicle. This is a seasonal, temporary position based on demand during election cycles. The recruitment for this position is based strictly on need; therefore, no appointment may be made for several months. Only submit your application with the understanding that this is a seasonal, part-time position. Any candidate who is considered for an interview will be contacted by BOE staff directly. For questions concerning the status of your application, contact the BOE directly at 919-560-0700.

Hours: Varies
Appointment Type: Seasonal/ Relief, Part-time (15%)
Date Posted: January 30, 2012
Closing Date: June 1, 2012
Position No.: 40007125

SKILLED CRAFT POSITIONS

EQUIPMENT TECHNICIAN (ELECTRICIAN)

\$31,449 - \$54,143

(General Services)

Extensive knowledge of single and three phase electrical systems and skills for diagnosing, maintaining and efficient operation of electrical systems. Knowledge of electric motor drives, lighting systems and commercial electrical panel and distribution systems. The ability to operate with a work order system, supervise divisional employees, assign work, inspect completed projects and assure code compliance. Provides installation, repair and modification of County electrical systems and equipment. Provides project management and coordination during electrical installations and upgrades. The ability to add/repair lights, receptacles, switches, replace ballasts, lamps, motors to the National Electrical Code essential. Ability to work unsupervised knowledge in troubleshooting VFD's and motors; knowledge replacing HID and fluorescent ballast and read schematics and specifications for troubleshooting. This position is considered an essential position and will include support duties during inclement weather situations. May require "on-call" and after hour's duties. Ability to lift up to 50 pounds. **Requires** any combination of education and experience equivalent to graduation from high school and four years of electrical work experience which includes six months in a lead worker capacity.

Special Requirements: Requires a valid Electrical License (Limited class or higher) issued by the State of North Carolina Board of Electrical Contractors and a valid, class-appropriate driver's license issued by the State of North Carolina.

Appointment Type: Regular
Date Posted: October 3, 2011
Closing Date: Open until filled
Position No.: 40000163

SERVICE MAINTENANCE POSITIONS

MAINTENANCE TECHNICIAN II

\$29,993 - \$51,534

(General Services – Building Maintenance)

Skills based in the commercial plumbing trade. Knowledge of commercial plumbing building codes is essential. General knowledge of common building and construction practices, tools, terminology and safe working practices for building maintenance is essential. The ability to estimate materials needed and the time required to complete the assignments. The ability to assist other skilled trades when needed. Necessary to work overtime and on-call. Work also includes unrelated building maintenance tasks. Ability to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions, and maintain records. Ability to lift up to 50 (fifty) pounds. **Requires** any combination of education and experience equivalent to completion of high school and two years of plumbing experience.

Special Requirements: Requires a valid Plumbing License (P-1 class or higher) issued by the North Carolina State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors and a valid driver's license issued by the State of North Carolina. Must obtain a valid Fire Sprinkler Maintenance Technician License (FS-M-1 Class) issued by the North Carolina State Board of Examiners of Plumbing, Heating and Fire Sprinkler Contractors within one year of employment.

Appointment Type: Regular
Date Posted: July 4, 2011
Closing Date: Open until filled
Position No.: 40000151

SOLID WASTE ATTENDANT

\$22,257 - \$38,319

(General Services – Solid Waste Division)

Assist in the operation of solid waste division. Primary duties include collecting recycling providing moving services and surplus property management, cleaning up illegal dumps sites, providing fill in support at the County's four Solid Waste and Recycling Convenience Sites and providing event set up and tear down. Must have the ability to pickup and carry 75 to 100 pounds and be able to work outdoors and stand for long periods of time. **Requires** any combination of education and experience equivalent to completion of the eighth grade.

Special Requirement: Must possess a valid NC driver's license.

Appointment Type: Regular
Date Posted: May 14, 2012
Closing Date: May 25, 2012
Position No.: 40000183

Applications for the **Sheriff's Office** are located at the Judicial Building, 201 East Main Street, Durham, NC 27701. If you would like an application mailed to you, please contact the Sheriff's Department at (919) 560-0930.