



# Employment Opportunity

Please post in a location accessible to all employees

- Position:** **Income Maintenance Caseworker II**
- Department:** Department of Social Services
- Description of Duties & Responsibilities:** Duties include intake, application processing and review functions in determining eligibility for Family and Children’s Medicaid. Candidates for this position should have above average communication, computer and organizational skills. Work involves direct contact with the public.
- Education & Experience Requirements:** Applicants should have one year of Income Maintenance Caseworker experience. Applicants will also be considered who have an Associate’s Degree in human services, business or clerical related field, or graduation from high school and an equivalent combination of training and experience.
- Work hours are normally 8:00 – 5:00, Monday – Friday. Some after-hours work may be required.
- Starting Salary:** Starting salary is \$27,937.59 - \$30,801.19, depending on education and experience.
- Application Requirements:** Submit a completed Application for Employment (PD107) to:
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| Jackson County Department of Social Services<br>15 Griffin Street<br>Sylva, NC 28779 | NC Works Career Center<br>26 Ridgeway Street, Suite 2<br>Sylva, NC 28779 |
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- The Application for Employment – State of North Carolina form PD107 - is available online at: <https://www.jacksonnc.org/employment-opportunities> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.
- Closing Date:** **November 20, 2020**

**Jackson County is an Equal Opportunity Employer**  
*Pre-employment drug screen and criminal background checks are required*  
*Jackson County participates in the federal [E-Verify](#) program*