



## Employment Opportunity

Please post in a location accessible to all employees

- Position:** Income Maintenance Caseworker  
Full-Time – time-limited position through June 30, 2020
- Department:** Department of Social Services
- Description of Duties & Responsibilities:** This position is responsible for intake, application processing and review functions in determining eligibility for Public Assistance Programs. Above average communication skills, computer and organizational skills are required. 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 a human services, business or clerical related field, or graduation from high school and an equivalent combination of training and experience.
- Work hours are 8:00 – 5:00, Monday – Friday.
- Starting Salary:** \$27,937.59 - \$30,801.19, depending on education and experience
- Jackson County provides a robust offering of employee benefits including: employer paid medical and dental benefits, participation in the Local Governmental Employees' Retirement System, paid leave (vacation, sick, and holiday), Employee Clinic, Wellness program, and supplemental benefit offerings. A full overview of benefits is available at <https://www.jacksonnc.org/employment-opportunities>
- Application Requirements:** Submit a completed Application for Employment (PD107) to:  
Jackson County Department of Social Services NC Works Career Center  
15 Griffin Street 26 Ridgeway Street, Suite 2  
Sylva, NC 28779 Sylva, NC 28779  
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:** **March 6, 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*