

# CURRENT JOB VACANCIES FOR BRUNSWICK COUNTY GOVERNMENT

**FEBRUARY 08, 2012**

<http://www.brunswickcountync.gov>

Applicants meeting the minimum requirements for the position should contact  
 The Employment Security Commission of NC,  
 5300-7 Main Street, Shallotte, NC 28470 (910) 754-6120 to obtain the appropriate application  
<http://www.ncesc.com/> [esc.jobs.shallotte@ncmail.net](mailto:esc.jobs.shallotte@ncmail.net)

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[PD107a.pdf](#)

Application must be received by Employment Security Commission by 5:00 p.m. on closing date if applicable  
 Residency requirement applies to positions marked with \*\*\* only.

\*\*\*Must establish legal residency in Brunswick County within twelve (12) months from the date of initial employment

**FINAL APPLICANT SUBJECT TO PRE-EMPLOYMENT DRUG SCREENING AND BACKGROUND CHECK**  
 (Employees working in Safety Sensitive Jobs are subject to random drug screens and periodic Driver's License checks)

## ADMINISTRATION

**Listing Date: December 22, 2011**

CODE	POSITION	SALARY	CLOSING DATE
104120066N	Human Resource Technician II	\$18.14 to \$23.59/hr	Open Recruitment

Administration of compensation and benefits programs along with assisting in management of Workers Compensation. Work includes processing benefits, compensation changes, terminations and processing retirements. Examples of work includes enrollment and reconciliation of various insurance and / or benefits programs; coordination and administration of all leave programs; managing Worker's Compensation claims; entering benefits and compensation related payroll changes. Position will investigate and answer benefits related questions and resolve issues; Process termination paperwork and provide related COBRA information as necessary; Conduct new hire orientation and provide other training as required.

**REQ:** Four year Bachelor's Degree in Human Resources administration, Business administration or related field, and at least two years responsible human resources work or any equivalent combination of training and experience. Preferred candidates will have experience in workers compensation, administering retirement program, compensation and benefits administration, training and reconciliation. Experience administering government related benefits programs is also preferred. **Valid DL**

## OPERATION SERVICES

**NEW Listing Date: February 08, 2012**

CODE	POSITION	SALARY	CLOSING DATE
104280A58N	Maintenance Assistant I	\$11.26 /hr	Open Recruitment

Semi-skilled work in the maintenance and repair of County buildings and facilities. Involves assisting the carpenter, HVAC technician, plumber and electrician with duties of maintenance and repairs. **MIN REQ:** High school Grad/GED and knowledge of building trades such as electrical, plumbing, carpentry, painting, masonry, repair/installation of heating and air conditioning equipment. **Valid DL**

## CODE ENFORCEMENT

**Listing Date: January 12, 2012**

CODE	POSITION	SALARY	CLOSING DATE
104908070E	Code Enforcement Administrator	\$44,915 to \$58,390 /yr	Open Recruitment

Administers, coordinates, monitors and enforces compliance with the County's Codes, Zoning and Development ordinances which govern zoning, unsafe structures, trash and litter control, junked vehicles, asbestos, lead and other health hazards. Consults with contractors, developers, property owners and the general public regarding zoning and development ordinances. Manages and supervises enforcement activities including periodic site visits, and prepare case files in conjunction with legal and law enforcement personnel. Maintains case and complaint records. Responsible for the supervision of all departmental personnel. Prepares department budget, ordinance amendments and special reports. Responds to inquiries in person, by telephone, or by written and electronic correspondence. **MIN REQ:** Bachelors degree with course work emphasis in law enforcement, planning, zoning law, business administration or a related field; supplemented by one to two years of experience working with zoning ordinances and regulations; or any equivalent combination of education, trainings and experience which provides the requisite knowledge, skills, and abilities for this job. **Valid DL**

**SOCIAL SERVICES**

Listing Date: October 05, 2011

CODE	POSITION	SALARY	CLOSING DATE
145310063N	Income Maintenance Caseworker II	\$15.56 to \$24.90/hr	Open Recruitment

Perform all eligibility functions of intake processing and review of cases. Interviews clients to obtain required information, completing initial applications, verifying information obtained, determining eligibility and completing scheduled program review. **MIN REQ:** One year of experience as an Income Maintenance caseworker. **Valid DL**

**SOCIAL SERVICES**

Listing Date: November 23, 2011

CODE	POSITION	SALARY	CLOSING DATE
145310069N	Social Worker III	\$20.73 to \$33.17/hr	Open Recruitment

Works in Family and Children Services Unit performing duties related to protective services, treatment and placement of children. Investigates reports of abuse and neglect of children, develops strategies and service plan and monitors placement sites. Gathers facts, determines risk to children and takes necessary actions to ensure safety of children. Requires ability to interpret law and policy, sound judgment, skills in working with resistant populations, and development of relationships with families. Must be able to maintain clear and concise records plan and execute work. Performs other duties as required. **MIN REQ:** Master degree from an accredited school of social work and one year of social work experience, or Bachelor degree from accredited school of social work and two years social work experience, or Bachelor degree in a human service field or related curriculum including at least 15 credit hours in courses related to social work or counseling and three years of social work or equivalent experience. **Valid DL**

**SOCIAL SERVICES**

Listing Date: December 28, 2011

CODE	POSITION	SALARY	CLOSING DATE
145310070E	Social Worker Supervisor II	\$44,915 to \$71,863/yr	Open Recruitment

Involves supervision a staff of Social workers, provide direct services to clients. **MIN REQ:** Master degree from an accredited school of social work and one year of social work or counseling experience; or Bachelor degree from accredited school of social work and two years social work experience or counseling experience; or Master's degree in a counseling field and two years social work or counseling experience; or four year degree in a human services field including 15 semester hours in courses related to social work or counseling and three years social work or counseling; or graduation from a four year college or university and four years experience in rehabilitation counseling; pastoral counseling, or a related human service field providing experience in techniques of casework, group work or community organization. **Valid DL**

**SOCIAL SERVICES**

Listing Date: November 23, 2011

CODE	POSITION	SALARY	CLOSING DATE
1453100A73E	Social Worker Supervisor III	\$50,290 to \$80,464/yr	Open Recruitment

Works involves the Supervision of staff of Social workers that provide direct and or indirect services to clients. Responsible to assign cases to subordinates, coordinate work flow operations, and supervise staff through case review and consultation which requires the provision of substantial and reoccurring technical direction. Supervisor is responsible for training staff, resolving problems and ensuring quality services are provided. Provides input to higher level management on administrative, personnel and budget issues. Report to higher level supervisor or Administrator. Performs other duties as required. **MIN REQ:** Master degree from an accredited school of social work and two years of social work or counseling experience; or Bachelor degree from accredited school of social work and three years social work or counseling experience; or Master degree in a counseling field and three years of social work or counseling experience; or Bachelor degree in a human service field or related curriculum including at least 15 credit hours in courses related to social work or counseling and four years of social work or counseling experience; or graduation from a four year college or university and five years of experience in rehabilitative counseling, pastoral counseling, or a related human services field providing experience in the techniques of casework, group or community organization; or an equivalent combination of training and experience. **Valid DL**

**SOCIAL SERVICES**

Listing Date: July 27, 2011

CODE	POSITION	SALARY	CLOSING DATE
145310075E	Social Work Program Administrator I	\$53,873 to \$86,197/yr	Open Recruitment

Managerial work involves supervisor a range of adult, family and children's service programs ensure compliance with all state and federal standards, provides major input in to organizational change; personnel and budge issues. **MIN REQ:** Master degree from an accredited school of social work and four years of social work or counseling experience, two years supervisory; or Bachelor degree in social work and five years of social work or counseling experience; or Bachelor degree in human services field or related curriculum including 15 semester hours in courses related to social work or counseling and six years of social work or counseling experience. **Valid DL**

**EMERGENCY MEDICAL SERVICES**

Listing Date: May 05, 2011

CODE	POSITION	SALARY	CLOSING DATE
104332064N	EMT-Paramedic	\$16.43 to \$26.28 /hr	Open Recruitment

Two-person ambulance crew or solo paramedic operating an emergency medical response unit and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED. Current NC EMT-Paramedic; Basic Cardiac Life Support, Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support & Pediatric advance Life Support. . **Valid DL**

**EMERGENCY MEDICAL SERVICES**

Listing Date: January 12, 2011

CODE	POSITION	SALARY	CLOSING DATE
104332064T	EMT-Paramedic (Temp/Part-Time)	\$16.43 to \$26.28 /hr	Open Recruitment

Two-person ambulance crew or solo paramedic operating an emergency medical response unit and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED. Current NC EMT-Paramedic; Basic Cardiac Life Support, Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support & Pediatric advance Life Support. . **Valid DL**

**EMERGENCY MEDICAL SERVICES**

Listing Date: June 29, 2011

CODE	POSITION	SALARY	CLOSING DATE
104332062N	EMT-Intermediate	\$14.70 to \$23.52 /hr	Open Recruitment

Two-person ambulance crew operating an emergency vehicle and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED. Current NC EMT-Intermediate Certification; Certifications Basic Cardiac Life Support, Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support & Pediatric advance Life Support. . **Valid DL**

**EMERGENCY MEDICAL SERVICES**

Listing Date: January 12, 2011

CODE	POSITION	SALARY	CLOSING DATE
104332T	EMT-Intermediate(Temp/Part-Time)	\$14.70 to \$23.52 /hr	Open Recruitment

Two-person ambulance crew operating an emergency vehicle and administering emergency medical care to patients on-site and while en-route to hospital. **MIN REQ:** HS Grad/GED. Current NC EMT-Intermediate Certification; Certifications Basic Cardiac Life Support, Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support & Pediatric advance Life Support. . **Valid DL**

**CENTRAL COMMUNICATIONS**

Listing Date: July 06, 2011

CODE	POSITION	SALARY	CLOSING DATE
104375060N	Telecommunicator I	\$12.98 to \$20.77/hr	Open Recruitment

Operates communication equipment receiving alarm signals, telephone and radio calls; transmits information, dispatching appropriate public safety agency or agencies in response. Serve on assigned shift. **MIN REQ:** HS Grad/GED and 6 months experience in public safety communications. Certification from a nationally recognized telecommunicator training organization and DCI computer terminal certificate preferred. **ValidDL**

**CENTRAL COMMUNICATIONS**

Listing Date: January 12, 2011

CODE	POSITION	SALARY	CLOSING DATE
104375T	Telecommunicator I (Temp/Part-Time)	\$12.98 /hr	Open Recruitment

Operates communication equipment receiving alarm signals, telephone and radio calls; transmits information, dispatching appropriate public safety agency or agencies in response. Serve on assigned shift. **MIN REQ:** HS Grad/GED and 6 months experience in public safety communications. Certification from a nationally recognized telecommunicator training organization and DCI computer terminal certificate preferred. **Valid DL**

**PARKS AND RECREATION****NEW Listing Date: February 08, 2011**

CODE	POSITION	SALARY	CLOSING DATE
106132T	Park Maintenance Worker /Part-Time)	\$10.00 /hr	Open Recruitment

Performs semi-skilled and unskilled work in the maintenance and construction need of the County Parks. **MIN REQ:** High school Grad; one to two years of experience in labor-intensive maintenance work; or any combination of training and experience. **Valid DL**

**PUBLIC UTILITIES****NEW Listing Date: February 08, 2011**

CODE	POSITION	SALARY	CLOSING DATE	
627220059-63N	Utilities Maintenance Mechanic	\$12.12 to \$20.23 /hr	Open Recruitment	

Specialized work with the utility system involving maintenance and upkeep of water distribution and/or wastewater collections system. **MIN REQ:** Associate degree or certificate in engineering technology, water resources or experience in utility systems; Operator Certificate issued by the state of North Carolina. Placement as Maintenance Mechanic I, II, III, or IV shall be based on qualifications, NC CDL or ability to attain within six months of hire. **Valid DL**



# NOTICE OF POSITION VACANCY

**APPLICANTS MEETING THE MINIMUM REQUIREMENTS FOR THE POSITION SHOULD CONTACT THE EMPLOYMENT SECURITY COMMISSION TO OBTAIN THE APPROPRIATE EMPLOYMENT APPLICATION.**

<http://www.brunswickcountync.gov>

EMPLOYMENT SECURITY COMMISSION MUST RECEIVE APPLICATION BY 5:00 P.M. ON CLOSING DATE IF APPLICABLE

**Employment Security Commission**

**5300-7 Main Street**

**Shallotte, N.C. 28470**

(910) 754-6120

<http://www.ncesc.com/> [esc.jobs.shallotte@ncmail.net](mailto:esc.jobs.shallotte@ncmail.net)

**TITLE:** EMT-INTERMEDIATE-PART TIME/TEMPORARY

**DEPARTMENT:** EMERGENCY MEDICAL SERVICES **FILING CODE:** 104332T

**SALARY:** \$14.70-\$23.52 HOUR **GRADE:** 62 **FSLA:** Non-Exempt

**DATE POSITION AVAILABLE:** IMMEDIATELY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

**DESCRIPTION OF DUTIES:** A member of a two-person ambulance crew performs skilled and technical work operating an emergency vehicle and administers appropriate emergency medical care to patients on-site and while en-route to the hospital. Responds to the scene of emergency and non-emergency calls, rendering appropriate emergency medical treatment to sick and injured persons, and transporting persons to a medical facility. Responsible for the medical treatment administered on the shift, ensuring equipment is in working order, supplies are available on each vehicle, and that each vehicle is staffed with qualified personnel. Performs in accordance with established emergency medical procedures and techniques, but must exercise considerable independent judgment in assessing the condition of patients and providing appropriate emergency medical treatment. May be exposed to normal hazards of Emergency Medical Services (EMS) work including risk of exposure to infectious diseases. Performs other related duties as required. Reports directly to EMS Shift Supervisor.

**REQUIREMENTS:** High School Graduate/GED. North Carolina EMT-Intermediate certification. Current Basic Cardiac life support certification is required. Current certifications in Advanced Cardiac Life Support, Basic Trauma Life Support or Pre-hospital Trauma Life Support, and Pediatric Advance Life Support are desirable.

***\*\*Requires a valid Drivers' License***

**"EEO Complying with the 1986 Immigration Reform and Control Act"**

**Final Applicant Subject to Pre-Employment Drug Screening, Criminal Records & DMV Check**

**(Employees working in Safety Sensitive Jobs are subject to random drug screens and periodic Driver's License checks)**



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**TITLE:** EMT-PARAMEDIC PART-TIME/TEMPORARY

**DEPARTMENT:** EMERGENCY MEDICAL SERVICES **FILING CODE:** 104332064T

**SALARY:** \$16.42-\$26.28 HOUR **GRADE:** 64 **FSLA:** Non-Exempt

**DATE POSITION AVAILABLE:** IMMEDIATELY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

**DESCRIPTION OF DUTIES:** A member of a two-person ambulance crew performs skilled and technical work operating an emergency vehicle and administers appropriate emergency medical care to patients on-site and while en-route to the hospital. Responds to the scene of emergency and non-emergency calls, rendering appropriate emergency medical treatment to sick and injured persons, and transporting persons to a medical facility. Responsible for the medical treatment administered on the shift, ensuring equipment is in working order, supplies are available on each vehicle, and that each vehicle is staffed with qualified personnel. Performs in accordance with established emergency medical procedures and techniques, but must exercise considerable independent judgment in assessing the condition of patients and providing appropriate emergency medical treatment. May be exposed to normal hazards of Emergency Medical Services (EMS) work including risk of exposure to infectious diseases. Performs other related duties as required. Reports directly to EMS Shift Supervisor.

**REQUIREMENTS:** High School Graduate/GED. North Carolina EMT-Paramedic certification. Current Basic Cardiac Life Support, Advanced Cardiac Life Support, and Pediatric Advance Life support are required.

***\*\*Requires a valid Drivers' License***

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**TITLE:** TELECOMMUNICATOR I (Temp/Part-Time)

**DEPARTMENT:** CENTRAL COMMUNICATIONS **FILING CODE:** 104375T

**SALARY:** \$12.98 HOUR **GRADE:** 60 **FSLA:** Non-Exempt

**DATE POSITION AVAILABLE:** IMMEDIATELY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

**DESCRIPTION OF DUTIES:** Serves on an assigned shift; Performs specialized work in receiving alarm signals, telephone and radio calls, and properly and promptly transmitting information concerning these alarms/calls, dispatching the appropriate public safety agency or agencies, in response. Operates communication console equipment including video data terminal(s), processing data in hard copy and computer format and communicating that data to operations personnel for proper response. Assists in the entry and retrieval of information and/or data into hard copy or computer data as necessary for statistical reporting to various agencies. Required to exercise alertness, initiative, positive attitude and independent judgment in dealing with situations involving the operation and coordination of this system, within the guidelines of established procedures while providing customer service. Perform other duties as required.

**REQUIREMENTS:** Graduation from high School Graduate of GED. Six (6) months experience in public safety communications. Must have ability to operate two-way radio communication equipment and knowledge of applicable federal regulations; familiarity with geographical layout of Brunswick County, fire fighting practices, EMS/rescue operations, and law enforcement procedures. Certification from a nationally recognized Telecommunicator training organization, DCI computer terminal certification, and EMD are preferred.

***\*\*Requires a valid Drivers' License***

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**TITLE:** EMT PARAMEDIC

**DEPARTMENT:** EMERGENCY MEDICAL SERVICES **FILING CODE:** 104332064N

**SALARY:** \$16.42-\$26.28 HOUR **GRADE:** 64 **FSLA:** Non-Exempt

**DATE POSITION AVAILABLE:** IMMEDIATELY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

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**REQUIREMENTS:** High School Graduate/GED. North Carolina EMT-Paramedic certification. Current Basic Cardiac Life Support, Advanced Cardiac Life Support, and Pediatric Advance Life support are required.

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**TITLE:** INCOME MAINTENANCE CASEWORKER II

**DEPARTMENT:** SOCIAL SERVICES **FILING CODE:** 145310063N

**SALARY:** \$15.56-\$24.90 HOUR **GRADE:** 63 **FSLA:** Non-Exempt

**DATE POSITION AVAILABLE:** IMMEDIATLEY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

**DESCRIPTION OF DUTIES:** Performs all eligibility functions of intake processing and review of cases, interviewing clients to obtain required information, completing initial applications, verifying information obtained, determining eligibility and completing scheduled program review. Work includes documentation and accurate completion of pertinent forms. Work involves direct contact with the client's and direct or indirect contact with client's families or representatives and collateral's in order to gather and verify information necessary to determine client's eligibility. Performs other duties as required.

**REQUIREMENTS:** One year of experience as an Income Maintenance Caseworker.

***\*\*Requires a valid Drivers' License***

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**TITLE:** SOCIAL WORKER III

**DEPARTMENT:** SOCIAL SERVICES **FILING CODE:** 145310069E

**SALARY:** \$43,124-\$68,998/YR **GRADE:** 69 **FSLA:** Exempt

**DATE POSITION AVAILABLE:** IMMEDIATLEY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

**DESCRIPTION OF DUTIES:** Works in Family and Children Services Unit performing duties related to protective services, treatment and placement of children. Investigates reports of abuse and neglect of children, develops strategies and service plan and monitors placement sites. Gathers facts, determines risk to children and takes necessary actions to ensure safety of children. Requires ability to interpret law and policy, sound judgment, skills in working with resistant populations, and development of relationships with families. Must be able to maintain clear and concise records, plan and execute work. Performs other duties as required.

**REQUIREMENTS:** Master's degree from an accredited school of social work and one year of social work experience, or Bachelor degree from accredited school of social work and two years social work experience, or Bachelor degree in a human service field or related curriculum including at least 15 credit hours in courses related to social work or counseling and three years of social work or equivalent experience.

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**TITLE:** EMT-INTERMEDIATE

**DEPARTMENT:** EMERGENCY MEDICAL SERVICES **FILING CODE:** 104332062N

**SALARY:** \$14.70-\$23.52 HOUR **GRADE:** 62 **FSLA:** Non-Exempt

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**TITLE:** TELECOMMUNICATOR I

**DEPARTMENT:** CENTRAL COMMUNICATIONS **FILING CODE:** 104375060N

**SALARY:** \$12.98 - \$20.77 HOUR **GRADE:** 60 **FSLA:** Non-Exempt

**DATE POSITION AVAILABLE:** IMMEDIATELY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

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<http://www.brunswickcountync.gov>

EMPLOYMENT SECURITY COMMISSION MUST RECEIVE APPLICATION BY 5:00 P.M. ON CLOSING DATE IF APPLICABLE

Employment Security Commission

5300-7 Main Street

Shallotte, N.C. 28470

(910) 754-6120

<http://www.ncesc.com/> [esc.jobs.shallotte@ncmail.net](mailto:esc.jobs.shallotte@ncmail.net)

TITLE: SOCIAL WORK PROGRAM ADMINISTRATOR I

DEPARTMENT: SOCIAL SERVICES FILING CODE: 145310075E

SALARY: \$53,873-\$86,197/YR GRADE: 75 FSLA: Exempt

DATE POSITION AVAILABLE: IMMEDIATLEY

DEADLINE FOR ACCEPTING APPLICATIONS: Open Recruitment

**DESCRIPTION OF DUTIES:** Managerial role in directing social work programs. Work involves the supervision of a range of adult, family and children's service programs with direct involvement in operational matters as well as short and long term planning of services. Responsible to evaluate quality of service and ensure compliance with all state and federal standards; provides major input into organizational change; personnel and budget issues. Work is performed independently under the supervision of the Director and may include acting in the Director's absence. Work includes development of alternate funding streams, interagency agreements and contracts. Serves on local and State planning committees. Reports to Director of Social Services

**REQUIREMENTS:** Master degree from an accredited school of social work and four years of social work or counseling experience, two of which were supervisory; or Bachelor degree in social work and five years of social work or counseling experience, two of which were supervisory; or Bachelor degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and six years of social work or counseling experience, two of which were supervisory; or an equivalent combination of training and experience.

**\*\*Requires a valid Drivers' License**

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TITLE: SOCIAL WORKER SUPERVISOR II

DEPARTMENT: SOCIAL SERVICES FILING CODE: 145310070E

SALARY: \$44,915-\$71,863/YR GRADE: 70 FSLA: Exempt

DATE POSITION AVAILABLE: December 28, 2011

DEADLINE FOR ACCEPTING APPLICATIONS: Open Recruitment

**DESCRIPTION OF DUTIES:** Work in this class involves the supervision of a staff of Social Workers who provide direct services to clients. Work supervised is predominately at the level of Social Worker II and/or Human Services Coordinator II and requires providing considerable guidance to staff in case consultation, assigning cases to subordinates, coordinating work flow operations, and supervising staff through case reviews and consultation. This position is also responsible for staff training, resolving problems and ensuring quality services are providing. Social Worker Supervisor II may provide input to higher level management on administrative, personnel, and budget issues. This position report to a higher level supervisor or administrator.

**REQUIREMENTS:** Knowledge of methods and principles of casework supervision and training. Master's degree from an accredited school of social work and one year of social work or counseling experience; or a bachelor's 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; or graduation from a four year college or university and four years of experience in rehabilitation counseling, pastoral counseling, or a related human service field providing experience in the techniques of casework, group work, or community organization.

**\*\*Requires a valid Drivers' License**

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TITLE: HUMAN RESOURCES TECHNICIAN II

DEPARTMENT: ADMINISTRATION FILING CODE: 104120066N

SALARY: \$18.14-\$23.59/HR GRADE: 66 FSLA: Non-Exempt

DATE POSITION AVAILABLE: December 28, 2011

DEADLINE FOR ACCEPTING APPLICATIONS: Open Recruitment

**DESCRIPTION OF DUTIES:** Responsible for administration of compensation and benefits programs along with assisting in management of Workers Compensation program. Work includes processing benefits and compensation changes, terminations and processing retirements. Examples of work includes enrollment and reconciliation of various insurance and / or benefits programs; coordination and administration of all leave programs; managing Worker's Compensation claims; entering benefits and compensation related payroll changes. Position will investigate and answer benefits related questions and resolve issues; Process termination paperwork and provide related COBRA information as necessary; Conduct new hire orientation and provide other training as required. Position reports directly to the Human Resource Director.

**REQUIREMENTS:** Requires four year Bachelor's Degree in human resources administration, business administration or related field, and at least two years responsible human resources work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Work experience to include managing workers compensation program, administering retirement program, compensation and benefits administration, training and reconciliation. Experience administering government related benefits programs is preferred.

***\*\*Requires a valid Drivers' License***

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**TITLE:** SOCIAL WORKER SUPERVISOR III

**DEPARTMENT:** SOCIAL SERVICES **FILING CODE:** 145310A73E

**SALARY:** \$50,290-\$80,464/YR **GRADE:** 73 **FSLA:** Exempt

**DATE POSITION AVAILABLE:** IMMEDIATLEY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

**DESCRIPTION OF DUTIES:** Work involves the Supervision of staff of Social workers that provide direct and or indirect services to clients. Responsible to assign cases to subordinates, coordinate work flow operations, and supervise staff through case review and consultation which requires the provision of substantial and reoccurring technical direction. Supervisor is responsible for training staff, resolving problems and ensuring quality services are provided. Provides input to higher level management on administrative, personnel and budget issues. Report to higher level supervisor or Administrator. Performs other duties as required.

**REQUIREMENTS:** Master degree from an accredited school of social work and two years of social work or counseling experience; or Bachelor degree from accredited school of social work and three years social work or counseling experience; or Master degree in a counseling field and three years of social work or counseling experience; or Bachelor degree in a human service field or related curriculum including at least 15 credit hours in courses related to social work or counseling and four years of social work or counseling experience; or graduation from a four year college or university and five years of experience in rehabilitative 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.

***\*\*Requires a valid Drivers' License***

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TITLE: CODE ENFORCEMENT ADMINISTRATOR

DEPARTMENT: CODE ENFORCEMENT FILING CODE: 104908070E

SALARY: \$44,915-\$58,390 GRADE: 70 FSLA: Exempt

DATE POSITION AVAILABLE: IMMEDIATLEY

DEADLINE FOR ACCEPTING APPLICATIONS: Open Recruitment

**DESCRIPTION OF DUTIES:** Administers, coordinates, monitors and enforces compliance with the County's Codes, Zoning and Development ordinances which govern zoning, unsafe structures, trash and litter control, junked vehicles, asbestos, lead and other health hazards. Consults with contractors, developers, property owners and the general public regarding zoning and development ordinances. Manages and supervises enforcement activities including periodic site visits, and prepares case files in conjunction with legal and law enforcement personnel. Maintains case and complaint records. Responsible for the supervision of all departmental personnel. Prepares department budget, ordinance amendments and special reports. Responds to inquiries in person, by telephone, or by written and electronic correspondence. Reports to the County Manager. Performs other related duties as required.

**REQUIREMENTS:** Bachelors degree with course work emphasis in law enforcement, planning, zoning law, business administration or a related field; supplemented by one to two years of experience working with zoning ordinances and regulations; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for the job.

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TITLE: MAINTENANCE ASSISTANT I

DEPARTMENT: OPERATION SERVICES FILING CODE: 104280A58N

SALARY: \$11.26/hr GRADE: 58 FSLA: Non-Exempt

DATE POSITION AVAILABLE: IMMEDIATLEY

DEADLINE FOR ACCEPTING APPLICATIONS: Open Recruitment

**DESCRIPTION OF DUTIES:** Under general supervision, performs semi-skilled work in the maintenance and repair of County building and facilities. Work involves assisting the carpenter, HVAC technician, plumber and electrician with duties of maintenance and repair of buildings and facilities to include building trades work. Employee may work independently on some tasks. Utilizes tools such as power tools, masonry, painting tools and other types of hand held tools. Performs other related duties as required. Reports to the Building Maintenance Supervisor.

**REQUIREMENTS:** High school graduate or GED; Requires knowledge of building trades such as; electrical, plumbing, carpentry, painting, masonry, repair/installation of heating and air conditioning equipment.

***\*\*Requires a valid Drivers' License***

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**Shalotte, N.C. 28470**

(910) 754-6120

<http://www.ncesc.com/> [esc.jobs.shalotte@ncmail.net](mailto:esc.jobs.shalotte@ncmail.net)

**TITLE:** SEASONAL PART-TIME MAINTENANCE WORKER

**DEPARTMENT:** PARKS & RECREATION **FILING CODE:** 106132T

**SALARY:** \$10.00/hr **GRADE:** NA **FSLA:** Non-Exempt

**DATE POSITION AVAILABLE:** IMMEDIATLEY

**DEADLINE FOR ACCEPTING APPLICATIONS:** Open Recruitment

**DESCRIPTION OF DUTIES:** Under direct supervision, performs semi-skilled and unskilled work in the maintenance, and construction needs of the County Parks and Recreation Department. Work involves performing a variety of labor-intensive tasks such as maintaining parks and athletic fields, repairing playground equipment and recreational facilities, and erecting or constructing facilities for special events. Reports to the assigned Park Supervisor. Multiple positions available in different areas of the County.

**REQUIREMENTS:** Graduation from high school and one to two years of experience in labor-intensive maintenance work; or any combination of training and experience which provides the required skills, knowledge and abilities.

***\*\*Requires a valid Drivers' License***

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TITLE: UTILITY MAINTENANCE MECHANIC

DEPARTMENT: PUBLIC UTILITIES FILING CODE: 627220059-63N

SALARY: \$12.12 TO \$20.23/hr GRADE: 59-63 FSLA: Non-Exempt

DATE POSITION AVAILABLE: IMMEDIATLEY

DEADLINE FOR ACCEPTING APPLICATIONS: Open Recruitment

**DESCRIPTION OF DUTIES:** Under limited supervision, performs specialized skilled work as related to the Brunswick County utility system and related appurtenances. Work involves maintenance and up keep of water distribution and/or wastewater collections systems throughout the County's utility system, Responsible for preventive maintenance and operation of pumping equipment, control valves, utility lines, and storage facilities in the utility system, as required. Must exercise independent judgment in completing assignments. Performs other duties as required and reports to Utilities Foreman. Applications must be submitted to the Shallotte Employment Security Commission (if faxed to the Shallotte ESC, applicants must also submit the original application with signature).

**REQUIREMENTS:** High school grad/GED; Prefer associate degree or certificate in engineering technology, water resources or related field, and one year of experience in utility systems. Prefer possession of Water Pollution Control Collection System Operator Certificate issued by the State of North Carolina. Placement as Maintenance Mechanic I, II, III, shall be based on qualification. Electrical license, machinist skills a plus. Valid NC CDL or ability to attain CDL within six months of hire.

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