

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 February 6, 2012

OFFICIALS AND ADMINISTRATORS POSITIONS

COUNTY SOCIAL SERVICES DIRECTOR **(Social Services)**

\$88,718 - \$152,739

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.

The first review date for submitted applications has been extended to February 22, 2012.

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

PROFESSIONAL POSITIONS

ADMINISTRATIVE ASSISTANT I (Transportation) **(Cooperative Extension)**

\$31,449 - \$54,143

Coordinates the Durham County ACCESS program which provides transportation to residents of Durham County. Completes program performance reports, requests for reimbursements, grant applications, meeting minutes, correspondence, and other documents and materials associated with program activities. Maintains passenger, vehicle, and other program records involving implementation of program objectives using existing procedures or devising new methods as necessary. Reconcile monthly service reports with invoices. Communicates program objectives and services to the public and other agencies. Assists with passenger, agency and community surveys, as well as outreach materials. Assists with the development of program services plans and audits. Must have the ability to establish and maintain effective working relationships with other employees, contractors and the general public. Knowledge of Microsoft Office and the ability to operate standard office equipment highly desired. Must have effective oral and written communication skills; be detail-oriented and customer service-oriented; and excellent planning and organizational skills. Experience in state or local government transit services or transportation planning and an associate's or bachelor's degree in transportation, public policy, social services, urban planning or related field preferred. **Requires** the completion of high school and four years of progressively responsible secretarial or clerical/administrative/office management experience; or completion of a two-year secretarial science or business administration program and two years of progressively responsible secretarial or administrative management experience; or completion of a four-year program in a college or university preferable with major emphasis on course work in business administration, public administration, or other related field; or an equivalent combination of education and experience.

Appointment Type: Provisional
Date Posted: January 30, 2012
Closing Date: February 10, 2012
Position No.: 40001692

CARE MANAGEMENT SPECIALIST

\$36,472 - \$62,791

(Mental Health - Administration)

Performs professional and administrative work implementing and coordinating the services of community providers to ensure economical and effective consumer service delivery. Conducts case reviews to monitor provider clinical performance, adherence to clinical practice guidelines and best practice standards. Ensure clients receive comprehensive assessment screenings and appropriate referral for treatment. Serves as liaison between the Durham Center and patient care providers, programs and patient care components on a local, state, and federal level. Master's degree and clinical experience is preferred. **Requires** any combination of education and experience equivalent to a bachelor's degree in mental health, public health, psychology, sociology, public administration or a related field and two years of experience in a community, business or governmental program that delivers mental health support services (e.g. adults with mental illness, children with severe emotional disturbance, persons with developmental disabilities, adults and children with substance abuse disorders). Master's degree and LPC, LCSW, or LMFT license desired.

Appointment Type: Regular
Date Posted: September 19, 2011
Closing Date: Open until filled
Position No.: 40005201

CARE MANAGEMENT SPECIALIST II

\$38,319 - \$65,968

(Mental Health)

Performs professional and administrative work implementing and coordinating the services of community providers to ensure economical and effective consumer service delivery. Conducts case reviews to monitor provider clinical performance, adherence to clinical practice guidelines and best practice standards. Ensure clients receive comprehensive assessment screenings and appropriate referral for treatment. Serves as liaison between the Durham Center and patient care providers, programs and patient care components on a local, state, and federal level. Master's degree and clinical experience is preferred. **Requires** any combination of education and experience equivalent to a bachelor's degree in mental health, public health, psychology, sociology, public administration or a related field and two years experience in a community, business or governmental program that delivers mental health support services (e.g. adults with mental illness, children with severe emotional disturbance, persons with developmental disabilities, adults and children with substance abuse disorders).

Special Requirement: Must be a licensed clinician. Acceptable licensure includes Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Clinical Addictions Specialist (LCAS), Licensed Marriage and Family Therapist (LMFT) or Licensed Psychologist (LP).

Appointment Type: Regular
Date Posted: August 1, 2011
Closing Date: Open until filled
Position No.: 40001214

CARE MANAGEMENT SPECIALIST II

\$38,319 - \$65,968

(Mental Health – BECOMING)

As part of a grant funded mental health initiative serving transition age youth (ages 16-21), position will be co-located with partnering community agency to: (1) provide initial mental health assessment; (2) facilitate connection with BECOMING provider; (3) coordinate referrals to support services, including primary health care; to; (4) assist with discharge or transitional planning from acute settings or institutions; (5) educate consumers and families regarding the availability of services and supports and all types of Medicaid and State funded services. **Requires** any combination of education and experience equivalent to a bachelor’s degree in mental health, public health, psychology, sociology, public administration or a related field and two years experience in a community, business or governmental program that delivers mental health support services (e.g. adults with mental illness, children with severe emotional disturbance, persons with developmental disabilities, adults and children with substance abuse disorders).

Special Requirement: Must be a licensed clinician. Acceptable licensure includes Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT) or Licensed Psychologist (LP).

Appointment Type: Provisional
Date Posted: November 21, 2011
Closing Date: February 24, 2012
Position No.: 40007050 (3 positions)

CHILD SUPPORT SUPERVISOR I

\$34,714 - \$59,763

(Social Services – Child Support)

Responsible for supervising Child Support Agents with large caseloads in the areas of paternity establishment, child support obligation establishment, enforcement and interstate. Position will also be utilizing the Automated Collections and Tracking System for the management and monitoring of cases within the child support unit. Applicant must be highly motivated and possess strong communication and organizational skills. Knowledge of personal computers, Microsoft applications and the automated Child Support system preferred. Must possess good customer service skills, have the ability to work under pressure, handle multiple tasks and motivate staff to meet established performance goals. Applicant must have the ability to compile reports and interpret information to management. **Requires** a four year degree plus one and one half years of experience in the Child Support Enforcement Program; or an Associate of Arts Degree in business, human resources, law enforcement or closely related field and two and one half years of experience in investigative, judiciary, eligibility, attorney’s office, or related work, including one year of Child Support Enforcement Program experience; or graduation from high school plus four and one half years of experience in investigative, judiciary, eligibility, attorney’s office or related work which provides the knowledge, skills and abilities needed to perform the work, including one year of Child Support Enforcement Program experience. Supervisory experience preferred.

Appointment Type: Regular
Date Posted: December 19, 2011
Closing Date: Open until filled
Position No.: 40001688

COMPUTER SYSTEMS ADMINISTRATOR II**\$46,687 - \$80,374****(Public Health – Administration)**

Performs technical and professional work in the management and maintenance of software packages currently implemented at DCHD. Responsible for identifying software updates and coordinating implementation with Information Technology (IT) department and training end users on any changes to the software. Work closely with IT on all software and will work closely with North Carolina Department of Health and Human Services/Department of Public Health to ensure timely submission and payments of transactions. Software and hardware experience is essential. Database/networking is a plus along with working in a healthcare or local government environment. Ten years of experience with increased responsibility of managing computers and software preferred. **Requires** graduation from high school and three years of experience in the administration of a computer system similar to the one to be supported; or a two year technical school degree in computer technology and one year of experience in the administration of a computer system; or an equivalent combination of training and experience.

Appointment Type: Regular
Date Posted: February 6, 2012
Closing Date: February 24, 2012
Position No: 40000957

CONTRACT MANAGEMENT SPECIALIST**\$36,472 - \$62,791****(Mental Health-The Durham Center)**

Organizes and conducts routine/local monitoring/compliance reviews of providers in accordance with Monitoring Policy and Procedure to ensure the quality of services and supports. Evaluates the performance of current contracted providers and recommends action to improve performance. Monitors implementation of approved corrective actions. Investigates formal complaints received. Analyzes and monitors data relating to complaints and concerns about consumer rights and identifies local or systemic problems. Reviews and investigates issues related to consumer rights, cases of concern and quality of care issues referred from other units within the LME. Consults with and provides recommendations to the LME Compliance Committee regarding withdrawal of endorsement and contracts based on investigations and monitoring completed. Master's degree or license and clinical experience preferred. **Requires** any combination of education and experience equivalent to a bachelor's degree in business or human services with three years of experience in contract coordination within behavioral healthcare which includes project management and process improvement in a programmatic or administrative capacity. Experience in the delivery of support and services to people with disabilities (e.g. adults with mental illness, children with severe emotional disturbance, persons with developmental disabilities, adults and children with substance abuse disorders).

Appointment Type: Regular
Date Posted: March 28, 2011
Closing Date: Open until filled
Position No.: 40001207

CONTRACT MANAGEMENT SPECIALIST**\$36,472 - \$62,791****(Mental Health-The Durham Center)**

Organizes and conducts routine/local monitoring/compliance reviews of providers in accordance with Monitoring Policy and Procedure to ensure the quality of services and supports. Evaluates the performance of current contracted providers and recommends/implements action to improve performance. Investigates formal complaints received. Analyzes and monitor data relating to complaints and concerns about consumer rights and identifies local or systemic problems. Follow-up, review and investigate issues related to consumer rights referred from other teams/units with the LME. Compliance Committee regarding withdrawal of endorsement and contracts based on investigations and audits completed. Master's degree or license and clinical experience preferred. **Requires** any combination of education and experience equivalent to a bachelor's degree in business or human services with three years of experience in contract coordination within behavioral healthcare which includes project management and process improvement in a programmatic or administrative capacity. Experience in the delivery of support and services to people with disabilities (e.g. adults with mental illness, children with severe emotional disturbance, persons with developmental disabilities, adults and children with substance abuse disorders) is preferred.

Appointment Type: Regular
Date Posted: December 19, 2011
Closing Date: February 24, 2012
Position No.: 40001208

DEPUTY DIRECTOR OF LIBRARY SERVICES

\$62,791 - \$108,096

(Library – Main)

Oversee public service operations for the entire library system. The ideal candidate will possess superior leadership and interpersonal communication skills to successfully organize and direct library staff in providing exemplary library services to the public. He or she will coordinate the provision of public service with library facility managers and the leadership team; supervise facility managers; work closely with the Director to implement strategic plans, policies and procedures; work closely with the HR Analyst to ensure that system personnel and training needs are met; work with Assistant Director of Operations, Finance and Outreach to ensure that system facilities needs are met; work with Assistant Director to meet long-range budget needs; and work with the Library Board of Trustees and the Board of County Commissioners in the Director’s absence. Evening and weekend work required. **Requires** a master’s degree in Library Science from an accredited program with a minimum of five (5) years experience in a supervisory or administrative position in a public library.

Appointment Type: Regular
Date Posted: June 13, 2011
Closing Date: Open until filled
Position No.: 40004425

GRANT WRITER

\$38,319 - \$65,968

(Library – Marketing & Development)

Write grant proposals to private, corporate and governmental organizations requesting financial support for the Durham County Library. Provide management, statistical reporting and financial accounting of grants and other private funding source activities. Must possess proficiency in making oral and written presentations. Thorough knowledge of the principles and methods of grant preparation and administration highly desired. **Requires** any combination of education and experience equivalent to a bachelor’s degree in English, Journalism, Public Administration, Business Administration or related field and two years of experience in professional grant writing and administration experience; or an equivalent combination of education and experience.

Special Requirement: Must possess a valid N.C. driver’s license and access to a personal vehicle as needed to perform job duties.

Appointment Type: Regular
Date Posted: November 14, 2011
Closing Date: Open until filled
Position No.: 40002016

LISTING DIVISION MANAGER

\$51,534 - \$88,718

(Tax Department)

Program management of Ad Valorem Personal Property Listing Division. Establishes division goals, objectives, policies and procedures; identified division needs; assist with development of budget. Defines criteria and sets methodologies for appraisal of tangible personal property within context of Schedules of Values adopted by the County. Oversees the operations of ONETax, Tangible Personal Property, Exemption, Motor Vehicle and Animal Tax computer programs, including design, tests, implements, monitors and supports ONETax system. Develops, analyzes, and supervises implementation of appraisal methods and procedures in the Listing Division. Interprets, explains, implements and applies laws pertaining to ad valorem personal property appraisal; performs related work as required. Provides support and technical assistance to other divisions and sections. Employee must also exercise tact, courtesy and firmness in frequent contact with taxpayers concerning questions and complaints about property values. Work is guided by the North Carolina Machinery Act and the generally accepted rules and procedures of personal property appraisal. **Requires** any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor’s degree in accounting, business or related field and five years of tax administration experience which includes two years of supervisory experience.

Special Requirements: Possession of a valid appropriate driver's license issued by the State of North Carolina. Incumbent must be certified as a Personal Property Appraiser by the North Carolina Department of Revenue within two years of appointment to position.

Appointment Type: Regular
Date Posted: January 23, 2012
Closing Date: February 17, 2012
Position No.: 40007150

LME COMMUNITY SUPPORT LIAISON
(Cultural and Linguistic Competency Coordinator)
(Mental Health)

\$18.70/HR. - \$32.20/HR.

Produces and implements a plan for cultural and linguistic competence (CLC). The plan must assure that all services and strategies are designed and implemented within the cultural and linguistic context of the youth and families to be served. Provides leadership for the development, implementation, and monitoring of CLC throughout the system of care. Serves as a resource to the SOC regarding cultural and linguistic competence, organizational change and cross cultural practice. **Requires** any combination of education and experience equivalent to a bachelor's degree from an accredited college or university with a major in psychology, counseling, social work or public administration and six months experience in a community, business or governmental program that delivers mental health support.

Appointment Type: Provisional, Part-time (50%)
Date Posted: December 20, 2010
Closing Date: Open until filled
Position No.: 40006551

PUBLIC HEALTH EDUCATION SPECIALIST
(Public Health – Health Education)

\$38,319 - \$65,968

Plans and conducts needs assessment, intervention and evaluation for syphilis and other STDs prevention education and elimination. Develops and implements outreach education and testing strategies to reach persons at high risk for syphilis and other STDs. Develops, reviews and procures syphilis and other STDs risk reduction educational materials. Disseminates STDs risk reduction materials and methods in the Durham neighborhoods. Makes presentations to neighborhoods, detention facilities and schools. Coordinates syphilis and other STDs prevention education and elimination activities. Recruits, trains, coordinates and monitors volunteers who serve as peer educators in the syphilis elimination effort. Trains staff, professionals, volunteers, and lay persons about HIV, syphilis and other STDs. Promotes STDs risk reduction, counseling, testing and treatment through outreach education in the Durham neighborhoods. Conducts individual and small group behavior modification education to reduce the risk of syphilis and other STDs. Compiles and submits statistical and demographic data, outcome evaluation measures and other reports required by funders. Completes required paperwork and forms in a timely manner for submission to funders. Requires strong oral and written communication skills, cross cultural expertise, and ability to work independently and in a team environment. Some early morning, evening and weekend work will be required. Reliable transportation is a must. Master's degree preferred. **Requires** graduation from a four-year college or university with a major in health education and one year of experience in public health education or a related field; graduation from a four-year college or university and two years of experience in public health education; or an equivalent combination of education and experience. Master's degree preferred.

Appointment type: Provisional
Date Posted: February 6, 2012
Closing Date: February 24, 2012
Position No.: 40001004

PUBLIC HEALTH EDUCATION SPECIALIST

\$38,319 - \$65,968

(Public Health – Education)

Researches and identifies sources of reliable and accurate program data. Engages community leaders and residents to address the impact of diabetes “epidemic” on individuals, families and the community at large. Assists individuals in identifying, setting up and meeting diabetes self management goals. Utilizes the principles and practices of public health education in the provision of diabetes related service and information. Identifies gaps in health care, nutrition and exercise programs that impact diabetes management. Assists the Diabetes Information Officer in organizing and promoting community groups interested in diabetes management and control. Fosters partnerships between health related organizations, health care providers and neighborhood residents to develop health advocacy and outreach activities. Shares health information and connects neighborhood residents with health service providers/agencies. Considerable knowledge of theories, principles and practices of public health education. Ability to establish and maintain good working relationships with individuals, groups and communities. Requires strong oral and written communication skills, cross cultural expertise, and ability to work independently and in a team environment. Some early morning, evening and weekend work required. Master’s degree preferred. **Requires** graduation from a four-year college or university with a major in health education and one year of experience in public health education or a related field; graduation from a four-year college or university and two years of experience in public health education; or an equivalent combination of education and experience.

Appointment Type: Provisional
Date Posted: January 23, 2012
Closing Date: February 24, 2012
Position No.: 40007077 (2 positions)

PUBLIC HEALTH EDUCATOR II

\$42,298 - \$72,816

(Public Health – Education)

Manages the communicable disease component of the Health Education Division’s program. Oversees and coordinates the activities of staff that carry out HIV/Syphilis testing and education at the jail and other community sites. Develops and conducts on-going program needs assessment and evaluation. Writes new and continuation grant funding proposals to generate funding for existing and new programs. Assures timely submission of required deliverables to funding agencies. Works closely with agencies and community partners to prevent, identify and treat communicable diseases. Requires strong written and oral communication skills, cross-cultural expertise, and ability to work independently and in a team environment. Some evening and weekend work will be required. Valid driver’s license and reliable transportation a must. **Requires** a master’s degree in public health education or in public health with a major in public health education; or graduation from a four-year college or university with a major in health education and two years experience in public health education or a related field; or graduation from a four-year college or university and three years experience in public health education; or an equivalent combination of training and experience.

Appointment Type: Regular
Date Posted: October 10, 2011
Closing Date: Open until filled
Position No.: 40000996

PUBLIC HEALTH NURSE I

\$42,298 - \$72,816

(Public Health –Tuberculosis Control)

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 II

\$46,687 - \$80,374

(Public Health – Community Health)

Will function as a Charge Nurse in prenatal clinic that provides services to low-income women. Responsible for facilitating care for individual patients in the clinic by obtaining proper lab work, arranging follow-up care, and providing information to patients. Will direct the clinic one or more days per week. **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: December 12, 2011
Closing Date: Open until filled
Position No.: 40001083

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

SENIOR PROGRAMMER ANALYST

\$49,052 – \$84,444

(Information Technology)

Will work as a member of the IT development team with user departments to gather requirements, analyze business needs, investigate alternatives, design solutions and implement including coding, testing and support of new and existing web based database driven applications. Must be able to demonstrate good communications and technical skills as well as a team player and function effectively to implement change in a diverse organization. **Requires** any combination of education and experience equivalent to bachelor's degree in computer science, engineering, or other technology based field and 2 or more years of experience in web-based development. Should be proficient in a technical environment that includes: C#, ASP, VB, .NET, RDDMS, SQL database design, or Team Foundation Server. Knowledge in other platforms and programming languages are a plus.

Appointment Type: Regular
Date Posted: January 30, 2012
Closing Date: February 10, 2012
Position No.: 40000211 (2 positions)

SENIOR PROGRAMMER ANALYST

\$49,052 - \$84,444

(Mental Health)

Lead NC State LME project initiatives. Confers with user departments and IT Director; analyzes existing systems and programs and develops and recommends new systems or modifications. Team leader for complex data analysis projects and project work to manage the integrity of advanced information systems. Analyzes, defines and documents requirements for data, workflow, logical processes, hardware and operating system environment. Performs complex report writing and data analysis. Requires experience with SQL Server and Crystal Reports, Experience with ASP.Net a plus. **Requires** any combination of education and experience equivalent to bachelor's degree in computer science, engineering, or other technology based field and 2 or more years of experience in web-based development. Should be proficient in a technical environment that includes: IT certifications and experience with Mental Health.

Appointment Type: Regular
Date Posted: February 7, 2011
Closing Date: Open until filled
Position No.: 40003501

SENIOR PSYCHOLOGIST

\$54,143 - \$93,210

(Mental Health)

Functions as a senior level clinician that provides a variety of consultative services to the Service Management Department. This position serves as the clinical consultant to the Unit and provides second level Peer Reviews to help determine the medical necessity of service authorization requests. Provides interpretive and consultative information regarding received psychological evaluations for adults and children that may be part of a CAP services requests. Provider consultation and education services to CAP employees and other Durham Center (TDC) employees as required. Assists in reviewing behavioral health plans that include the use of planned restrictive interventions. Provide Peer Review (second level review) to determine the medical necessity of an authorization request. Participate in court hearings to provide expert testimony during court proceedings to suggest or validate treatment recommendations. Provide direct clinical supervision for designated clinical employees within the Unit and provide Unit employees with timely feedback to assure optimal results. Must have considerable knowledge of agency resources within the community; considerable knowledge of the laws, regulations, and policies that govern utilization management and its functions; ability to express ideas clearly and concisely and to plan and execute work effectively and independently. Must have the ability to provide clinical supervision to advanced level clinicians. **Requires** doctoral degree in psychology and two years of professional psychological experience, one of which must be postdoctoral. Refer to the law for specifics regarding experience requirements.

Minimum Training and Experience for a Trainee Appointment - Doctoral degree in psychology.

Necessary Special Qualifications - One must fulfill all requirements for licensure in North Carolina as a licensed psychologist under provisions specified by the Psychology Practice Act (G.S. 90-270).

Appointment Type: Regular
Date Posted: February 28, 2011
Closing Date: Open until filled
Position No.: 40006700

SOCIAL WORKER I**\$31,449 - \$54,143****(Social Services – Child Protective Services)**

Responsible for providing social work support services to the investigative/family assessment and case management Social Worker III positions; assists with intake and performs incidental investigative/family assessment and case management tasks; makes collateral contacts; assists the Social Worker III's with removal of children from the home when the agency petitions for custody; performs home studies; provides case management duties for both interstate and intrastate case loads; schedules appointments; transports customers to and from appointments and supervises visits, completes motions for court, attends joint staff and individual meetings with child and family as well as with the Social Worker III's. Completes home visits when deemed necessary; determines client eligibility for the County's financial assistance and the State's energy program (AEA, County Emergency Assistance, Emergency Energy Fund, etc.); processes the appropriate forms; makes referrals to clothing and food resources; advocates for child and parent/caretaker medical care. Working knowledge of basic social work principles, techniques and practices and their application to specific casework, group work and community problems preferred. Ability to establish and maintain effective working relationships with assigned clients and their families and with care providers and various community organizations as well as the ability to work independently is essential. **Requires** a bachelor's degree in a human services field from an accredited college or university; or a bachelor's degree from an accredited college or university and one year 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: January 30, 2012
Closing Date: February 10, 2012
Position No.: 40001309

SOCIAL WORKER II**\$36,472 - \$62,791****(Social Services – Adult Services)**

Position will be responsible for providing Special Assistance - In Home Case Management to elderly or disable adults who chose to remain in the home rather than be placed in Assisted Living Facilities. Will assess clients' eligibility for services and arrange for other Medicaid services as needed. Provides counseling with adults and/or families. Will be responsible for making home visits after services are mobilized and continue to follow-up and assess clients' status to determine continued needs. Payee representative casework services may also be provided to help manage the income of clients. Case Management will also be provided to residents living in Adult Care Homes. Experience working with the elderly and disabled adults preferred. **Requires** a BSW degree from an accredited school of social work; or a bachelor's degree in a human services field and one year of directly related experience; or a bachelor's degree 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: February 6, 2012
Closing Date: February 24, 2012
Position No.: 40001356

SOCIAL WORKER II**\$18.70/HR. - \$32.20/HR.****(Social Services – Community Initiatives)**

Provides case management and counseling services to children and their families in the Durham Public School system. **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: Provisional (10 month position)
Date Posted: December 26, 2011
Closing Date: Open until filled
Position No.: 40001957

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

Responsible for receiving and screening reports of abuse, neglect and exploitation of disabled adults and determining whether reports meet the criteria to be accepted for evaluation; conducts prompt and thorough evaluations to determine if the disabled adults are in need of protective services; assesses the adult's mental capacity to consent to services and implements service plans for substantiated cases; provides ongoing case management and follow-up as needed; conducts quarterly reviews; counsels clients and family members as needed; position may require case management of SSA benefits as DSS at times is appointed representative payee for adult's with substance abuse and/or mental health issues. Experience working with the elderly and adults with mental illness is desirable. **Requires** a MSW 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 resources field and one year of social work or counseling; bachelor's degree in a human service field from an accredited college or university and two years of 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: February 6, 2012

Closing Date: February 17, 2012

Position No.: 40001458

SUBSTANCE ABUSE COUNSELOR II**\$34,714 - \$59,763****(Criminal Justice Resource Center - STARR Program)****(Hiring Range \$34,714 - \$44,000)**

Provides intensive chemical dependency treatment for female & male adults incarcerated in the Durham County Detention Facility. Facilitates group and individual counseling sessions. Teaches addiction education classes and conducts bio-psycho-social assessments. Provides case management services by assisting clients to develop person centered treatment plans and makes appropriate referrals to placement agencies; attends multi-disciplinary treatment team meetings and supervision sessions. **Requires** a master's degree in a human services area and one year of substance abuse counseling experience; bachelor's degree in a human service field or related curriculum and two years of substance abuse experience; or bachelor's degree in a human services field with substance abuse internship and one year of substance abuse experience; or graduation from a four year college or university and two years of experience as a Substance Abuse Counselor II Trainee; or graduation from a four year college or university and three years of substance abuse experience; or an equivalent combination of training and experience.

Special Requirement: Must be certified or certified eligible with the North Carolina Substance Abuse Professional Practice Board.

Hours: 8:00a.m. - 4:30p.m. during the 37.5 hour work week

Appointment Type: Regular

Date Posted: December 19, 2011

Closing Date: Open until filled

Position No.: R-40000731

VETERANS SERVICE OFFICER

\$38,319 - \$65,968

(Veterans Services)

This position will be responsible for interviewing veterans and their dependents to advise and assist them with access to their rights and benefits available under federal and state laws. In addition, advises them of their eligibility for disability allotments, education assistance, loans, hospitalization, insurance, family allotments, and burial benefits. Assists veterans and/or dependents in completing the appropriate application for benefits and submission of such to the appropriate federal or state agencies. Assists in obtaining necessary documentation from contact with agencies such as Clerk of Court, Register of Deeds, Health Department, etc., to support claims. Conducts follow-up to determine status of claims submitted. Assists veterans with transportation needs to Veterans Administration facilities. Prepares written appeals when benefits are denied or when appeals are needed to upgrade military discharge. Candidate must have thorough knowledge of veterans' programs, benefits, laws and regulations as well as general knowledge of community organizations, agencies, and facilities related to veterans affairs. The candidate must possess excellent interpersonal skills; the ability to relate to a diverse workforce and community population; and the ability to analyze a variety of complex administrative issues and offer sound recommendations. **Requires** any combination of education and experience equivalent to an associate's degree in business, psychology, human services, or related field and two years of experience in veterans service work.

The first review date for submitted applications will be on February 27, 2012.

Appointment Type: Regular
Date Posted: January 30, 2012
Closing Date: Open until filled
Position No.: 40000253

TECHNICIAN POSITIONS

MEDICAL LABORATORY TECHNICIAN II

\$31,449 - \$54,143

(Public Health – General Health Services)

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: March 7, 2011
Closing Date: Open until filled
Position No.: 40006525

NETWORK TECHNICIAN

\$42,298 - \$72,816

(Information Technology – Network Services)

Installs, configures and supports desktop computers and associated operating systems applications, peripheral devices and local network connectivity; monitors, tests, and troubleshoots hardware and software problems from local network hub to the desktop including end-user support for network/desktop applications. Thorough knowledge of MCP, MCP+I, A+, and Network+ certification desired. Experience with Microsoft operating systems and desktop applications, common anti-virus, imaging and desktop security programs also needed. Experience with Microsoft SCCM preferred. Experience with mobile device management, and virtual desktop environments also preferred. Two year technical degree, project management and supervisory skills preferred. **Requires** any combination of education and experience equivalent to graduation from high school, supplemented by courses in microcomputer systems, and five years experience in hardware and software configuration, installation, troubleshooting, networking, and repair.

Appointment Type: Regular
Date Posted: January 9, 2012
Closing Date: February 10, 2012
Position No.: 40000204

PLANT LABORATORY TECHNICIAN

\$25,811 - \$44,439

(Engineering - Utilities Division)

Performs technical work, including but not limited to: sampling wastewater, conducting chemical and biological wastewater testing, computer data entry, and maintaining laboratory records for the County-owned Triangle Wastewater Treatment Plant. Reports to the Compliance Manager. **Requires** any combination of education and experience equivalent to graduation from an accredited college or university with an associate's degree in chemistry, biology, or a related field and six months of experience in municipal or industrial wastewater treatment, laboratory operations, wastewater systems inspection or related experience.

Special Requirements: Must possess or obtain a NC Wastewater Grade I operator certification within one year of employment and must possess a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.

Appointment Type: Regular
Date Posted: January 30, 2012
Closing Date: February 24, 2012
Position No.: 40005575

PROTECTIVE SERVICE POSITIONS

FIREFIGHTER

\$29,933 - \$51,534

(Fire Marshal - Bethesda Fire Department)

Responds to fires and performs fire suppression operations including attack, ventilation, rescue and salvage; works with law enforcement and emergency medical services in providing medical care to injured persons; checks assigned vehicles daily to ensure proper operation of equipment. Must possess knowledge of modern fire fighting principles and procedures. **Requires** high school graduation and two years experience in fire emergency services or an equivalent combination of education and experience.

Special Requirement: Must possess and maintain NC class C driver's license; certification as NC firefighter level II, NC EMT certification, HAZMAT operations.

Trainee Appointment: High school graduation and one year experience in fire emergency services or an equivalent combination of education and experience

Special Requirement (Trainee Appointment): NC class C driver's license; must be NFPA 1403 trained. Must obtain NC EMT certification within 12 months of hire; must obtain NC firefighter level I and II certification within 12 months of hire; must obtain NC HAZMAT operation level within 12 months of hire.

Appointment Type: Regular
Date Posted: February 6, 2012
Closing Date: February 17, 2012
Position No.: 40002010

PARAPROFESSIONAL POSITIONS

ELECTIONS ADMINISTRATOR

\$33,043 - \$56,885

(Board of Elections)

Performs supervisory, administrative and technical duties for the Durham County Board of Elections in the preparation and management of elections. Recruits, hires and trains precinct officials and temporary election workers for polling places; recruits and trains election judges and chief judges; prepares and coordinates time keeping and payroll for election workers; prepares training materials and instructions for election workers and precinct judges. Serves as agency point of contact for all precinct officials. Prepares and maintains all financial reports for the Board of Elections. Writes and publishes all legal notices in accordance with timelines as required by State law. Advises all staff of election laws, procedures, requirements, and deadlines/timelines at least 150 days prior to each election. Enters data into the State Elections Information Management System such as new voter information, change requests, petitions, cancellations, absentee voting, provisional voting, one-stop voting and geo-coding. Must have experience with personal computers and Microsoft Word, Excel, and Access. Must have the ability to communicate ideas clearly and concisely, both orally and in writing and to establish and maintain effective working relationships with County officials, co-workers, and the public. Must have the ability to prepare and present training and information and to articulately speak publicly to large groups of people. **Requires** any combination of education and experience equivalent to a bachelor's degree and two years work experience which includes supervisory and computer experience. Strong computer skills preferred.

Special Requirements: Must complete precinct worker and chief judge training within one year of employment. Must enroll and pass all required courses to earn North Carolina certification as a Certified Elections Administrator within four years of employment. Must be physically able to lift election tabulators and supplies up to forty pounds.

Appointment Type: Regular
Date Posted: January 30, 2012
Closing Date: March 2, 2012
Position No.: 40001900

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: February 6, 2012
Closing Date: February 17, 2012
Position No.: 40001546

PARALEGAL

\$34,714 - \$59,763

(County Attorney)

Performs responsible paraprofessional work in assisting the County Attorney’s Office. Perform moderately complex legal research and investigation; assist attorneys through discovery and trial; conduct closings for surplus real property sales; file collection papers in Bankruptcy Court; represent the County in employment cases at the Employment Security Commission; develop systems to track information and assist with document acquisition, organization, review and analysis, including public records requests; proofread legal documents; communicate with clients over the telephone and in person; and draft detailed correspondence and memoranda for attorneys as requested. Must be proficient with Microsoft Excel, Word, WordPerfect and have experience using legal research tools such as Lexis and Westlaw to perform legal research. Experience with E-Discovery and E-Filing highly desired. Effective oral, written, and interpersonal communication skills are essential. Must have the ability to establish and maintain effective working relationships with other employees and the public. **Requires** any combination of education and experience equivalent to graduation from a community college with a degree in Paralegal Technology and two years experience as a legal secretary or assistant.

Special Requirement: Paralegal certification required and must be commissioned as a Notary Public within six months of hire.

Appointment Type: Regular
Date Posted: January 23, 2012
Closing Date: February 10, 2012
Position No.: 40000107

OFFICE AND CLERICAL POSITIONS

ACCOUNTING CLERK III

\$27,119 - \$46,687

(Mental Health - Finance)

Responsible for accurate data entry of services, payments, credits and adjustments and processing or assisting the claims billing for commercial, Medicaid, Medicare and IPRS carriers. Responsible for posting and billing claims; process provider claims in a timely manner for payment and to ensure The Durham Center can submit claims to the state; review claim errors; verify and analyze data used in settling claims to ensure that claims are valid and settlements are made according to MCO policies and procedures. Follow prompt pay guidelines for provider payments. Track special projects as assigned and by required completion date. Must be proficient in written and oral communication sufficient to handle projects and problems, develop strong working relationships with divergent groups; ability to solicit cooperation from persons and departments throughout the organization; ability to make evaluations concerning day to day operations; ability to prepare concise and accurate reports. Requires working knowledge of financial and budgeting systems. Knowledge of Medicaid and IPRS rules preferred. Knowledge of CPT codes preferred. Two years billing experience preferred. **Requires** graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least one year of office assistant/secretarial experience; experience; or an equivalent combination of training and experience

Appointment Type: Regular
Date Posted: February 6, 2012
Closing Date: February 17, 2012
Position No.: 40001978

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

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

STAFF ASSISTANT II**\$11.99/HR. - \$20.65/HR.****(Library – Southwest Regional Library)**

Provides clerical support for the Circulation Unit of the Southwest Regional Library. Checks materials in and out, answers and/or routes patron inquiries, registers patrons for library cards and generates various reports using library's software programs. Effective oral and written communication skills highly desired. Must possess the ability to maintain effective working relationships with staff and patrons. Ability to speak Spanish a plus. Although position is based at the Southwest Regional Library, may work at other Durham County Library locations on an "as-needed" basis. **Requires** any combination of education and experience equivalent to graduation from high school supplemented by courses in typing and office procedures and one year of experience in clerical or general office work.

Appointment Type: Regular, Part-time (53%)
 Date Posted: January 23, 2012
 Closing Date: February 10, 2012
 Position No.: 40002021

SKILLED CRAFT POSITIONS**COOK/HOUSEKEEPER****\$11.55/HR. - \$18.42/HR.****(Youth Home)**

Responsible for preparing meals daily at the detention facility. Will plan menus and order food supplies. Assists in the maintenance of equipment and the facility, as well as perform other custodial tasks as required. Thorough knowledge of materials and methods used in preparing meals as well as knowledge of food safety guidelines is highly desired. Candidates who have completed the Serving Safe Food Certification course are highly preferred. **Requires** any combination and experience equivalent to completion of eleventh grade and two years experience in cooking foods in large quantities and in housekeeping duties.

Appointment Type: Regular (Part-time, 20%)
 Date Posted: January 30, 2012
 Closing Date: March 2, 2012
 Position No.: 40000756

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

MAINTENANCE TECH II

\$29,933 - \$51,534

(General Services – Building Maintenance)

General knowledge of the methods, materials, equipment, tools terminology and safety precautions of building maintenance trades, skill in the operation of various hand and power tools and equipment used in the trade. Performs preventative maintenance on assorted equipment throughout the County and reports to supervisor any unforeseen problems. Must be able to follow oral and written instructions and maintain records. Ability to estimate materials and time required for various jobs needed and capable of lifting 50lbs. Overtime work and on-call status may be necessary. Work also includes unrelated tasks and duties. This position requires assisting in snow and ice removal and other weather related work. **Requires** a combination of a high school graduation and two years experience in the repair, construction or maintenance of equipment and/or facilities.

Special Requirements: Requires a valid North Carolina driver's license.

Appointment type: Regular
Date posted: February 6, 2012
Closing date: February 24, 2012
Position no: 40001268

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.