

# Employment Opportunities Bulletin

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Durham County Government's website is [www.durhamcountync.gov](http://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](mailto:humanresources@durhamcountync.gov)
2. Fax to (919) 560-7902
3. Mail to 200 E. Main Street, 3<sup>rd</sup> floor, Durham, NC 27701
4. Come to 200 E. Main Street, 3<sup>rd</sup> 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 June 4, 2012

### OFFICIALS AND ADMINISTRATORS POSITIONS

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

**\$97,930 - \$168,595**

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

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

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

AN EQUAL OPPORTUNITY EMPLOYER

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

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

## **PROFESSIONAL POSITIONS**

### **ADMINISTRATIVE OFFICER I** **(Library – General Administration)**

**\$38,319 - \$65,968**

Functions as the Executive Assistant to the Library Director and is responsible for providing broad level administrative support that often includes handling confidential information. Maintains efficiencies in administrative operations of the library. Ability to plan, organize and direct the work of others as this individual will supervise two administrative office staff members, two Couriers and a Maintenance Technician. Gathers reports and assists with statistical needs and supporting documentation for a variety of projects including the library's strategic plan. Works closely with Library Director to assemble and prepare necessary information for upcoming meetings in which the Library Director leads or serves in varying capacities. Ability to anticipate needs and see the big picture to reach outcomes that best meet the goals of the organization. Maintains Director's calendar including appointments, meetings and travel. Also responsible for preparation of Director's monthly expense reports. Strong written and verbal skills are essential to the position, as well as, the ability to proofread and draft a variety of correspondences. Takes and distributes minutes for various meetings that are facilitated by the Library Director. Serves as a member of the leadership team. Must be a team player that works well with others. Must be able to establish and maintain effective working relationships with officials, subordinates, other employees and the general public. Must be dedicated to safeguarding the Durham County Library name and meeting the needs of the customers we serve. Communicates general information with internal and external customers. Attends Library Board of Trustees meetings for the main purpose of capturing meeting minutes and working with Agenda Setting Team to address needs in advance of meetings. Schedules library meeting rooms for other County departments. Serves as the point of contact and schedules voting activities with the Board of Elections when library locations are used. Knowledge of library principles, practices and techniques strongly desired. Ability to devise detailed procedures and methodology. Requires one to be well organized, detailed oriented, have good time management skills and be a good listener. Requires a general knowledge of modern office practices, procedures and equipment. This position will require evening and weekend hours. Also requires travel to various library locations. **Requires** any combination of education and experience equivalent to graduation from an accredited college or university with bachelor's degree in business or public administration or a related field and two years of personnel, budgeting, research or administrative management experience which includes six months of supervisory or lead worker experience.

Appointment Type: Regular  
Date Posted: May 28, 2012  
Closing Date: June 15, 2012  
Position No.: 40004526

**ASSISTANT DIRECTOR OF CRIMINAL JUSTICE RESOURCE CENTER**

**\$49,052 - \$84,444**

**(Criminal Justice Resource Center)**

Performs complex professional work directing and overseeing a Criminal Justice Division that provides services to offenders in the Durham criminal justice system. Monitors effectiveness of division programs and recommends changes in policies and procedures, as well as program needs and improvements to the Director as appropriate. Researches evidence-based practices and recommends new services for various populations. Monitors staff and clients' compliance with program policies. Develops and manages the division's annual budget and assists the Director in preparing the departmental budget. Researches, writes and oversees grants. Serves as a liaison with the court system, adult and juvenile detention facilities, community organizations and other partners. Conducts quality assurance reviews of services and records to ensure compliance with Federal and State policies and laws. Supervises assigned staff to include hiring, assigning work tasks, evaluating and disciplining as needed to ensure the accomplishment of organizational objectives. Assists in establishing policies and procedures for the department. Directs the department in the absence of the Director when designated. Extensive knowledge of North Carolina mental health and/or substance abuse services regulations preferred. Prior work history in criminal justice or court setting is essential. Grant writing and public speaking experience is preferred. The candidate must possess excellent managerial, consensus building, budgeting and 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. Must be available to work some evening and weekend hours. **Requires** any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in criminal justice or a human services field and five years of relevant professional experience in related program areas and two years of supervisory experience.

**Special Requirement:** Possession of a valid North Carolina driver's license with an acceptable driving record.

Appointment Type: Regular  
Date Posted: June 4, 2012  
Closing Date: June 15, 2012  
Position No.: 40000726

**INCOME MAINTENANCE SUPERVISOR II**

**\$38,319 - \$65,968**

**(Customer Accountability/Quality Assurance & Training)**

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

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

**NETWORK ENGINEER**  
**(Information Technology)**

**\$54,143 - \$93,210**

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

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

**PHYSICIAN EXTENDER I**  
**(Public Health – Community Health)**

**\$27.77/HR. - \$47.80/HR.**

Will work in the Family Planning Clinic and practice as a clinician in the delivery of health care related to contraception, prevention of pregnancy, detection and treatment of abnormal Pap tests, and prevention and treatment of Sexually Transmitted Diseases (STDs). Work includes obtaining complete histories and physicals on patients, performing diagnostic tests and assessing results, prescribing appropriate contraception, and providing appropriate counseling and referrals. **Requires** graduation from a Physician Assistant Program approved by the N. C. Board of Medical Examiners and "approved to practice medical acts" based on education and experience by the Board of Medical Examiners; or licensed as a Registered Nurse by the N. C. Board of Nursing, graduation from a Nurse Practitioner program approved by the N. C. Joint Subcommittee of the Board of Nursing and Board of Medical Examiners, and "approved to practice medical acts" based on education and experience by the Joint Subcommittee; or an equivalent combination of training and experience.

**Special Requirement: Must submit a copy of license.**

Appointment Type: Regular (Part-time, 90%)  
Date Posted: June 4, 2012  
Closing Date: Open until filled  
Position No.: 40001046

**PROJECT MANAGER**  
**Engineering – (Utility Division)**

**\$51,534 - \$88,718**

Provides supervisory and technical direction as the Collection System and Maintenance Manager for Durham County's Triangle Wastewater Treatment Plant. Supervises a staff of maintenance technicians who complete preventative and corrective maintenance on both the Triangle Wastewater Treatment Plant and the Collection System. As the Collection Systems Operator in Responsible Charge for the facility, this individual ensures compliance with the Collection System Permit. This position is responsible for the implementation of the Computerized Maintenance Monitoring System (CMMS – JobsPlus). Position reports to the Wastewater Treatment Plant Superintendent. **Requires** any combination of education and experience equivalent to graduation from accredited college or university with a bachelor's degree in environmental engineering, civil engineering, environmental science or a related field and six months of experience in municipal wastewater treatment. Supervisory experience strongly preferred. Progressive wastewater treatment supervisory experience of greater than five (5) years preferred.

**Special Requirements:** Must obtain a North Carolina Collection System Grade II 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  
Dated Posted: April 16, 2012  
Closing Date: June 8, 2012  
Position No.: 40005526

**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 I**

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

**(Public Health –Family Planning Clinic)**

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

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

**PUBLIC HEALTH NURSE II**

**\$46,687 - \$80,374**

**(Public Health – Community Health)**

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

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

**PUBLIC HEALTH NURSE II**

**\$46,687 - \$80,374**

**(Public Health – Communicable Disease)**

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

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

**PUBLIC HEALTH NURSE II**

**\$46,687 - \$80,374**

**(Public Health – School Health)**

Will have responsibility for 2-4 schools. Provides instruction to students, staff and families regarding health issues and skilled procedures. Consults with individual students, staff and families as needed. Teaches classes on particular health topics. Depending on school assignment, might organize groups within a school. **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. Must be licensed to practice as a registered nurse in North Carolina by the North Carolina Board of Nursing. **Position available July 1, 2012.**

Appointment Type: Regular  
Date Posted: May 28, 2012  
Closing Date: Open until filled  
Position No.: 40001133

**PUBLIC HEALTH NURSING DIRECTOR**

**\$62,791 - \$108,096**

**(Public Health – Community Health)**

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

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

**PUBLIC HEALTH NUTRITIONIST**

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

**(Public Health – School Nutrition)**

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

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

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

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

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

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

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

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

**SOCIAL WORK SUPERVISOR III (Work First Program Manager)****\$49,052 - \$84,444****(Social Services – Family Economic Independence - Work First)**

Manages the delivery of services (policy development, program planning, budget preparation and staff supervision) provided in the Work First section which includes Work First Cash Assistance and Work First Employment Services; prepares and provides oversight for contracts and supervises contract staff; serves as an agency liaison to interagency groups and the community; develops community resources and serves as an informational specialist and public relations consultant. Knowledge of TANF and/or Work First policies highly desired. Considerable knowledge of program planning needed. Master's degree in social work or public administration highly desired. **Requires** a MSW from an accredited school of social work and two years of social work or counseling experience; or a BSW from an accredited school of social work and three years of social work or counseling experience; or a master's degree in a counseling field and three years of social work or counseling experience; or four year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of social work or counseling; or graduation from a four-year college or university and five years experience in rehabilitation counseling, pastoral counseling or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience. Candidates with bilingual skills preferred.

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

Appointment Type: Regular  
Date Posted: May 14, 2012  
Closing Date: June 8, 2012  
Position No.: 40001490



**SOCIAL WORK SUPERVISOR III**

**\$49,052 - \$84,444**

**(Social Services – Adult Services - Guardianship)**

Supervises a unit of social workers that manage a variety of services, including Guardianship, Enhanced Care, and SA In-Home services. Responsible for ensuring that social workers monitor Guardianship wards in long-term care facilities and in the community. Manages with the goal of assuring safe and quality care for wards living in long-term care facilities. Oversees the overall work of the unit as it relates to case management activities for all clients served. Provides appropriate feedback to staff in the unit about quality, quantity and timeliness of work. Must possess considerable knowledge of social work principles, techniques, and practices, including broad knowledge of adult welfare services and issues, human development and family functioning. Effective oral and written communication skills and the ability to teach, plan, organize and schedule management functions are essential. Knowledge of NC laws and policies and experience with the adult service program preferred. **Requires** a MSW degree from an accredited school of social work and two years of social work or counseling experience; or a BSW degree from an accredited school of social work and three years of social work or counseling experience; or a master’s degree in a counseling field and three years of social work or counseling experience; or a four year degree in a human services field or related curriculum including at least 15 semester hours in courses related to social work or counseling and four years of social work or counseling experience; or graduation from a four year college or university and five years experience in rehabilitation counseling, pastoral counseling or a related human services field providing experience in the techniques of casework, group work, or community organization; or an equivalent combination of training and experience.

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

Appointment Type: Regular  
Date Posted: May 28, 2012  
Closing Date: June 11, 2012  
Position No.: 40007300

**SOCIAL WORKER II**

**\$36,472 - \$62,791**

**(Customer Accountability/Quality Assurance & Training)**

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

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

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

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

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

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

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

**TECHNICIAN POSITIONS****EMT – BASIC****\$11.81/HR. - \$20.34/HR.****(Emergency Medical Services)**

Performs responsible work in transporting patients of all ages and in rendering basic and advanced life support to a patient population that includes infants through older adults. **Requires** completion of the North Carolina Office of Emergency Medical Services training program or equivalent training program. Employment is contingent on passing a physical agility test, pre-employment drug screening and a skills validation program during the probationary period. Three years of experience highly preferred.

**Special Requirements:** EMT- Basic certification by the State of North Carolina; must have a valid North Carolina driver's license and good driving record;

**Note: Must submit copy of EMT- B certification.**

Appointment Type: Relief, Part-time (5%)  
Date Posted: June 4, 2012  
Closing Date: June 15, 2012  
Position No.: 40006227

\*Salary is contingent upon the employee working the required scheduled hours per pay period.

- Pay for attending mandatory continuing education events

**ENVIRONMENTAL HEALTH SPECIALIST**

**\$36,472 - \$62,791**

**(Public Health – General Inspections)**

The primary responsibilities of this position involve inspection and enforcement of state and local environmental health laws, rules and regulations that apply to food services, lodging, institutions and day care centers. Computer use is essential with working knowledge of the Microsoft Office Suite. Ability to exercise sound judgment and deal tactfully with clients while enforcing public health laws is a must. Effective oral and written communication skills highly desired. Registered Environmental Health Specialist candidates preferred. **Requires** a bachelors degree with 30 semester hours of coursework in the physical or biological sciences (i.e., biology, chemistry, geology, or physics courses) and two years of experience in environmental health; or a bachelors or masters degree in environmental health from a program which is accredited by the National Accreditation Council for Environmental Health Curricula of the National Environmental Health Association and one year of experience in environmental health.

**Special Requirements:** Must be registered as a Registered Environmental Health Specialist by the NC State Board of Environmental Health Examiners. Applicant must possess a valid North Carolina driver’s license and acceptable driving record.

Appointment Type: Regular  
Date Posted: June 4, 2012  
Closing Date: Open until filled  
Position No.: 40001156

**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: May 14, 2012  
Closing Date: June 15, 2012  
Position No.: 40006525

**PARAMEDIC I**

**\$15.12/HR.– \$26.03/HR.**

**(Emergency Medical Services)**

Performs responsible work in rendering emergency and non-emergency medical aid and life-saving measures to critically ill or injured persons of all ages on basic and advanced life support levels. **Requires** successful completion of the North Carolina State Emergency Medical Services training program or an equivalent training program. Employment is contingent on passing a physical agility test, pre-employment drug screening and a skills validation program during the probationary period.

**Special Requirements:** North Carolina Office of Emergency Medical Services EMT-Paramedic certification, valid NC driver’s license and a good driving record.

- Pay for attending mandatory continuing education events

**Note: Must submit copy of EMT-Paramedic certification.**

Appointment Type: Relief, Part-time (5%)  
Date Posted: June 4, 2012  
Closing Date: June 15, 2012  
Position No.: 40000816 (4 positions)

**PARAMEDIC I**

**\*\$34,594 - \$59,557**

**(Emergency Medical Services)**

Performs responsible work in rendering emergency and non-emergency medical aid and life-saving measures to critically ill or injured persons of all ages on basic and advanced life support levels. Requires successful completion of the North Carolina State Emergency Medical Services training program or an equivalent training program. Employment is contingent on passing a physical agility test, pre-employment drug screening and a skills validation program during the probationary period. **Requires** successful completion of the North Carolina State Emergency Medical Services training program or an equivalent training program.

**Special Requirements:** North Carolina Office of Emergency Medical Services EMT- Paramedic certification, valid NC driver's license and a good driving record.

**Note: Must submit copy of EMT-Paramedic certification.**

Appointment Type: Regular  
Date Posted: June 4, 2012  
Closing Date: June 15, 2012  
Position No.: 40000862

\*Salary is contingent upon the employee working the required scheduled hours per pay period.  
Pay for attending mandatory continuing education events.

**PERSONAL PROPERTY APPRAISER**

**\$31,449 - \$54,513**

**(Tax Administration)**

Assists taxpayers, business owners, accountants and others in completing listings; prepares and maintains roster of new listings and associated reports and records; amends tax rolls. Performs desk compliance review of all listings to ensure complete returns. Ensures that all persons and organizations that have personal property within the tax jurisdiction are listed for taxation; determines correct value to assess per NC General Statutes. Researches and discovers unlisted taxable property and sends correspondence to owners advising of the need to list property; determines applicable penalties; makes field reviews as needed. Prepares adjustments/refunds to correct assessment of personal property, vehicles and all other individual personal property, corrects tangible and computer records as appropriate. Receives and defends appeals regarding valuation of personal property. **Requires** any combination of education and experience equivalent to graduation from high school with five years of experience in a tax, accounting or other related areas.

**Special Requirements:** Must have a valid NC driver's license. Must complete training and obtain certification as a personal property appraiser and real property appraiser by the North Carolina Department of Revenue within two (2) years of employment.

Appointment Type: Regular  
Date Posted: May 28, 2012  
Closing Date: June 15, 2012  
Position No.: 40000077

**PROTECTIVE SERVICE POSITIONS**

**DETENTION COUNSELOR I (FEMALE ONLY)**

**\$29,933 - \$51,534**

**(Youth Home)**

Provides security and supervision of juveniles detained at the Durham County Youth Home. Experience working with delinquent population in secure custody or with children in a structured environment strongly preferred. Must possess the ability to perform basic data entry, effectively communicate with the public and answer a multi-line telephone as needed. **Requires** any combination of education and experience equivalent to graduation from high school and two years experience with juveniles in a structured environment; or graduation from a community college with major course of study in a human services field.

**Special Requirement:** All applicants must be U.S. citizens and at least 20 years of age. Employment is contingent on passing a physical examination, positive background check and negative drug test results.

Appointment Type: Regular  
Date Posted: May 28, 2012  
Closing Date: June 29, 2012  
Position No.: 40000760

## PARAPROFESSIONAL POSITIONS

### **INCOME MAINTENANCE CASEWORKER II**

**\$29,933 - \$51,534**

#### **(Social Services – Family & Children Medicaid)**

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

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

### **INCOME MAINTENANCE CASEWORKER II**

**\$29,933 - \$51,534**

#### **(Social Services – Family & Children Medicaid)**

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

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

## SKILLED CRAFT POSITIONS

### EQUIPMENT TECHNICIAN (ELECTRICIAN)

**\$31,449 - \$54,143**

#### (General Services)

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

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

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

### OPERATIONS AND MAINTENANCE SPECIALIST II

**\$15.36/HR. - \$26.43/HR.**

#### (Engineering - Utilities Division)

Performs routine and technical work in the operation of sewage treatment at the County-owned Triangle Wastewater Treatment Plant, including but not limited to: SCADA monitoring, predictive and preventative maintenance, process control work, and maintaining operational logs. Reports to the Operations Manager or Maintenance and Collection Systems Manager. **Requires** any combination of education and experience equivalent to completion of high school and two years of experience in municipal or industrial wastewater treatment, laboratory operations, wastewater system inspection, or related experience.

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

Appointment Type: Regular (Part-time, 30%)  
Date Posted: May 28, 2012  
Closing Date: Open until filled  
Position No.: 40005578

## 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

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.