



**Vision Vitality Variety**  
*County of Vance*  
*Employment Opportunities*

Vance County Human Resources  
122 Young Street, Ste B  
Henderson, NC 27536  
Phone: (252) 738-2017  
Fax: (252) 738-2039 (FAXED APPLICATIONS ARE ACCEPTABLE)  
Hours: 8:30 A.M. – 5:00 P.M. Monday – Friday

Effective January 1, 2009, Vance County will **only accept applications** for **positions** for which we are **actively recruiting** below or in the media. If you are interested in a position that is not being advertised, you may come in to our office and complete an Applicant Interest Card for future openings.

If you are interested in any of the following openings, please complete a Vance County application and submit to the above address. A County Employment Application is available at [www.vancecounty.org](http://www.vancecounty.org). A resume may be submitted with your application. All applicants are subject to pre-employment drug testing and a criminal background check.

**This Employer Participates in E-Verify. Este Empleador Participa en E-Verify.**

**Vance County is an Equal Opportunity Employer**

**UPDATED** December 19, 2014

**Position:** County Manager (**NEW**)  
**Posting Date:** September 10, 2014  
**Salary:** Negotiable (DOQ)  
**Closing Date:** **Open Until Filled**

Vance County, North Carolina (*Home of Kerr Lake*) is inviting applications from highly qualified candidates for the County Manager position. Located in the North Central Piedmont area, Vance County is just minutes away from the Raleigh, Durham, and RTP areas. Governed by a seven-member Board of Commissioners, the county has approximately 450 full and part-time employees, a county wide general fund budget of \$53,064,344 and a population of 45,000. The County Manager is responsible for general administration of all County departments and agencies under the guidance of the Board of Commissioners and for maintaining effective relationships with a wide variety of community stakeholders. The ideal candidate will have exceptional administrative, communication, interpersonal, and relationship-building skills, as well as the proven ability to provide strong leadership and direction. The selected candidate will be politically astute with an open management style that is collaborative, inspiring, and team-oriented. A leader who embraces transparency, diversity, and accountability is a must. A progressive record of strong professional, administrative leadership and developing high performance organizations is an important consideration.

**Minimum Education and Experience:**

A bachelor's degree with emphasis in Public or Business Administration, Economics, Finance, or related field is required; a master's degree is preferred. Minimum of 3 years' experience as a County Manager; 5 years' experience as a Deputy County Manager or comparable experience at other government levels; or at least 5 years of senior level management experience in Public or Business Administration.

**Knowledge, Skills, & Abilities:**

Technical knowledge of the governing process at federal, state, and local levels; demonstrated knowledge of difference between county and municipal government functions; demonstrated knowledge of current county programs, services and budget; articulate knowledge and value of comprehensive organizational planning, implementation, and evaluation to facilitate change and progress; excellent

written and oral communication skills; ability to establish and maintain effective working relationships with local and state elected officials, Board of Commissioners, department heads, and the general public.

**Description of Duties:**

Performs complex executive work planning, directing and coordinating the overall operation of the County, ensuring proper operations, staffing and budgeting, advising and assisting the Board of Commissioners on operations and governance, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Commissioners. Organizational supervision is exercised over all personnel within the organization.

**Special Requirement:**

Must reside in Vance County or be willing to re-locate to Vance County in 6 months.  
Vance County is an Equal Opportunity Employer

~~~~~

**Department: Social Services**

**Position Title: Social Worker IA/T – Children’s Services (NEW)**

**Salary Range: \$38,292 - \$40,200 (DOQ)**

**Application Close Date: January 2, 2015**

**Minimum Training and Experience Requirements:**

Master’s degree from an accredited school of social work and one year of social work experience; or a Bachelor’s degree from an accredited school of social work and two years of social work or counseling experience; or Master’s degree in a counseling field and two years of social work or counseling experience; or a four-year degree in a human services field or related curriculum 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 service field providing experience in the techniques of casework, group work or community organization; or an equivalent combination of training and experience. One year of work experience can be credited for completion of the social work collaborative.

**Knowledge, Skills, & Abilities:**

Thorough knowledge of social work principles, techniques and practices and their applications to complex casework, treatment, and investigation of abuse or neglect of children; thorough knowledge of policies and procedures as evidenced by the ability to cite the authority of federal and state law; thorough knowledge of individual and group behavior, family dynamics, and medical, behavioral and/or psychosocial problems and their treatment theory. Considerable knowledge of governmental and private organizations and resources in the community. Ability to interact and motivate a resistant involuntary client population and the public who may not agree with the laws, rules or policies of the process or the programs; ability to prepare documentation such as written investigative reports for the court, case records and treatment plans; ability to testify as an expert witness; ability to employ advanced case management interview techniques to establish a supportive relationship and involve families in the initial assessment for the need of services; ability to quickly assess the risks and safety of the client environment during daylight hours, after dark and in high crime areas; ability to employ expert negotiation skills in the most complex cases; ability to analyze and assess child development safety issues in relation to risk factors; ability to analyze tense family situations and make decisions about removing children when the decision has to be made with limited direct information and limited access to consultation; ability to communicate effectively and establish supportive client relationships. Ability to perform manual work exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects.

**Job Description/Duties:**

The Social Worker IAT position is responsible for the investigation/assessment and treatment of children and families based on allegations that are reported to Child Protective Services. The worker is responsible for the development and implementation of intervention plans and safety plans; must be able to talk directly, simply and precisely to the clients; must be innovative, creative, and flexible in his/her approach with the child; must be able to express self clearly to the court, lawyers, and others.

**Special Requirements:**

Proficiency desired in Typing, Word, and Computer knowledge.

Must have a valid driver's license.

~~~~~

**Department: Social Services**  
**Position Title: Social Worker III – Children's Services (Re-Advertised)**  
**Salary Range: \$36,636 - \$38,472 (DOQ)**  
**Application Close Date: January 2, 2015**  
**Current applicants do not need to re-apply**

**Minimum Training and Experience Requirements:**

Master's degree in social work from an accredited school of social work; Bachelor's degree in social work from an accredited school of social work and completion of the Child Welfare Collaborative (Child Welfare positions only); Bachelor's degree in social work from an accredited school of social work and one year directly related experience; Master's degree in a human services field and one year of directly related experience; 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.

**Knowledge, Skills, & Abilities:**

Thorough knowledge of social work principles, techniques, and practices, and their application to complex casework, group work, and community problems. Considerable knowledge of a wide range of medical, behavioral, and/or psychosocial problems and their treatment theory. Considerable knowledge of family and group dynamics and a range of intervention techniques, governmental and private organizations, and resources in the community, laws, regulations, and policies which govern the program. General knowledge of the methods and principles of casework supervision and training. In certain settings, considerable knowledge of medical terminology, disease processes and their treatment as they relate to decisions regarding clinical interventions and appropriate therapies based on medical or psychological diagnosis. Skill in establishing rapport with a client and in applying techniques or assessing psychosocial, behavioral, and psychological aspects of client's problems. Ability to supervise, train, or instruct lower-level social workers, students, or interns in the program. Ability to establish and maintain effective working relationships with members of case load and their families, as well as civic, legal, medical, social, and religious organizations. Ability to express ideas clearly and concisely and to plan and execute work effectively.

**Job Description/Duties:**

Employee is responsible for foster care and adoption case management services to families and children in accordance with state and federal standards and laws. Employee will also provide services to adolescents for LINKS and coordinate LINKS services. Intake responsibilities and after-hours coverage are additional responsibilities on a rotating basis as well as other duties as assigned.

**Special Requirements:**

Valid driver's license is required.

~~~~~

**Department: Social Services**  
**Position Title: Social Worker Supervisor II - Adult Services (Re-Advertised)**  
**Salary Range: \$38,292 - \$40,200 (DOQ)**  
**Application Close Date: Open Until Filled**  
**Current applicants do not need to re-apply**

**Minimum Training and Experience Requirements:**

Master's degree in social work from an appropriately accredited institution and one year of directly related experience; or a bachelor's degree in social work from an appropriately accredited institution and two years of directly related experience; or a master's degree in a human services field from an appropriately accredited institution and two years of directly related experience; or a bachelor's degree in a human services field from an appropriately accredited institution and three years of directly related experience; or a bachelor's degree from an appropriately accredited institution and four years of directly related experience; or an equivalent combination of education and experience.

**Knowledge, Skills, & Abilities:**

Knowledge of methods and principles of casework supervision and training. Considerable knowledge of social work principles, techniques and practices and their application to specific casework and community problems. Considerable knowledge of behavioral and socioeconomic problems and their treatment and governmental and private organizations and community resources. Considerable knowledge of the laws, regulations and policies which govern social work programs. Ability to supervise, train, or orient lower level social workers, students, interns, or other staff. Ability to express ideas clearly and concisely and to plan and execute work effectively.

**Job Description/Duties:**

This position supervises all Adult Services including, but not limited to: Adult Protective Services, Guardianship, Medicaid Administrative Claiming (Special Assistance), In Home Aide Services, Community Alternative Program Services, and monitoring of Adult Care Facilities. Assigns cases to workers and coordinates work flow operations. Supervises staff through case review and consultation. Ensure that all State and Federal standards are met and that revenue is drawn down appropriately. Ensure that day sheets and case notes comply with all State regulations. Work in unit involves services to adults needing protective services, money management, emergency intake, in-home aide personal care services and monitoring of rest homes, etc.

~~~~~

**Department: Emergency Operations**  
**Position Title: Telecommunicator I (NEW)**  
**Salary Range: \$25,764 - \$28,272 (DOQ)**  
**Application Close Date: December 31, 2014**

**Minimum Training and Experience Requirements:**

Graduation from high school and public contact and customer service experience; communications and dispatching experience preferred; or an equivalent combination of education and experience. Applicants must be able to attend all classes as required for the position; must have a valid driver's license.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of the operation of an electronic radio and telecommunications system and related Federal Communications Commission regulations; Considerable knowledge of the functions, practices and procedures of the Sheriff Department, Police Department, multiple fire departments, emergency rescue units, and other law enforcement agencies; Considerable knowledge of the physical layout of the county; Ability to accurately receive and transmit radio communications; Ability to assess people and situations, to apply sound judgment, to remain calm under stressful conditions and to elicit sufficient and essential information for dispatching and assisting field personnel; Ability to speak clearly and distinctly; Ability to maintain accurate and complete work activity records and files, including operating computer terminals; Ability to work simultaneously on different calls with different agencies and staff.

**Job Description/Duties:**

Seeking individual to perform responsible public safety communications and clerical work for certain public safety functions in the community. Work involves detailed record keeping and operation of electronic dispatch equipment including two way radios and computers. Must work well with people, have a working knowledge of the geography of the City and County, have an understanding of public safety programs, and the ability to work a schedule that will include nights.

**Special Requirements:**

Certification by the State of North Carolina as a DCI Operator and EMD and CPR certification within timeframes specified by the county.

~~~~~

**Department: Veterans Services Office**  
**Position Title: Building Maintenance Worker (Part-time) (Re-Advertised)**  
**Salary Range: \$9.54/ hour (Approx. 18.5 hrs. / week)**  
**Application Close Date: Open until Filled**

**Current applicants do not need to re-apply**

**Minimum Training and Experience Requirements:**

Graduation from high school and considerable building and grounds maintenance and repair experience that produced semi-skilled trades knowledge and skills.

**Knowledge, Skills, & Abilities:**

Working knowledge of the methods and techniques applied in semi-skilled trades work and custodial and maintenance work. Working knowledge of the standard practices, material, tools, and equipment utilized in the maintenance of buildings and grounds. Working knowledge of standard hand tools, operation of light equipment, and materials used in assigned work. Working knowledge of the occupational hazards and applicable safety precautions associated with assigned work. Ability to work cooperatively as a team member, works productively without close supervision, and respond courteously to citizens. Ability to understand and follow specific oral and written instructions and to maintain simple records of work activities.

**Job Description/Duties:**

Unlock and lock the Henry A. Dennis building in the morning and evening as instructed daily. Maintain cleaning throughout the building, including but not limited to; sweeping, vacuuming, cleaning of bathrooms, window washing and emptying of trash. Replace blown bulbs throughout the building and outside fixtures as needed. Keep roof drains clear of tree leaves. Make small repairs when necessary; light maintenance. Duties are conducted: daily, weekly and monthly.

~~~~~  
**Department: Fire & EMS**

**Position Title: EMT Paramedic I (Re-Advertised)**

**Salary Range: (DOQ)**

**Application Close Date: Open until Filled**

**Minimum Training and Experience Requirements:**

Graduation from high school and one year experience as a EMT- Paramedic; or an equivalent combination of education and experience.

North Carolina Emergency Medical Technician-Paramedic  
 North Carolina Hazardous Material Level I  
 North Carolina Emergency Vehicle Driver  
 ACLS, PALS or PEEP, BCLS, ITLS  
 Possession of a valid North Carolina "Class C" driver's license.

Paramedic I: 0-2 years experience **(\$35,064- \$36,816 DOQ)**

Paramedic II: 2-5 years experience **(\$38,292- \$40,200 DOQ)**

Paramedic III: 5 + years experience **(\$41,808- \$43,908 DOQ)**

**Knowledge, Skills, & Abilities:**

Considerable knowledge of and skill in administering emergency medical procedures and techniques. Considerable knowledge of anatomy and physiology. Considerable knowledge of intravenous therapy and skill in recognizing adverse conditions. Considerable knowledge of equipment and supplies employed in emergency care of patients and accident victims. Considerable knowledge of County and City geography and locations of roads and streets. Skill in recognizing patient traumas and signs and symptoms of medical emergencies to determine appropriate treatment. Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols and standing orders. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

**Job Description/Duties:**

Vance County EMS is currently recruiting a motivated individual to fill a Paramedic position to respond to emergency and non-emergency calls. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, hazards associated with firefighting and emergency medical work including exposures to fumes, odors, dusts mists, gases, poor ventilation, and oils. The worker may be required to wear a respirator to work; the employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Performs patient assessment, basic and advanced life support treatment in accordance with protocols established by the department and the County's Medical Director; as certified, draws blood, administers approved medications; initiates intravenous fluids; performs pulmonary ventilations; administers CPR; provides airway management and cardiopulmonary resuscitation; oxygen administration; hemorrhage control; treatment for shock; bandaging and dressing injuries and splinting of fractures and dislocations; treatment of injuries to various parts of the body; provision of basic/advanced life support for medical injuries, assisting in normal and abnormal childbirth, treatment of injuries and burns; lifting and moving patients for transfer to a medical facility. Transports patients to local and regional medical facilities, maintaining contact with medical staff while in transport and assuring care of patient.

~~~~~

**Department:** Fire & EMS  
**Position Title:** Basic EMT (Part-time)  
**Salary Range:** \$11.39/hour  
**Application Close Date:** Open until Filled

**Minimum Training and Experience Requirements:**

High School diploma; applicant must be currently enrolled in a Paramedic Class OR scheduled for the next Paramedic class OR possess a current EMT-Paramedic certification with adequate continuing education hours, BCLS, ACLS, PALS/PEPP, PHTLS/BTLS certifications required. Must have a current valid driver's license, pass pre-employment drug screen, criminal and driving record check & assessment center evaluation that includes skills testing and oral boards prior to an offer of employment.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of County and City geography and locations of roads and streets. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

**Job Description/Duties:**

Respond to emergency and non-emergency calls. Work is subject to both inside and outside environmental conditions, extremes in temperatures, noise, vibrations, hazards associated with firefighting and emergency medical work including exposures to fumes, odors, dusts mists, gases, poor ventilation, and oils. The worker may be required to wear a respirator to work; the employee is exposed to human blood and is subject to the OSHA requirements on blood borne pathogens. Work is supervised on site by a Fire Captain and/or a higher level EMT when needed and is evaluated through conferences, observation, discussion of procedures at fire scenes and treatments at emergency situations, and public feedback.

~~~~~

**Department:** Fire & EMS  
**Position Title:** Paramedic (Part-time)  
**Salary:** \$15.53/hour  
**Close Date:** Open Until Filled

**Minimum Training and Experience Requirements:**

High school diploma or equivalent, current NC EMT-Paramedic certification with adequate continuing education hours. BCLS, ACLS, PALS/PEPP, PHTLS/ITLS certifications required. Minimum of 1 year field experience as an EMT-Paramedic. Recent Paramedic school graduates will be considered but will start as an EMT-Basic.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of and skill in administering emergency medical procedures and techniques. Considerable knowledge of anatomy and physiology. Considerable knowledge of intravenous therapy and skill in recognizing adverse conditions. Considerable knowledge of equipment and supplies employed in emergency care of patients and accident victims. Considerable knowledge of County and City geography and locations of roads and streets. Skill in recognizing patient traumas and signs and symptoms of medical emergencies to determine appropriate treatment. Ability to perform duties in accordance with established emergency medical procedures and techniques, medical protocols and standing orders. Ability to work with a diverse socio-economic population, based on the unique situations encountered. Ability to respond quickly and calmly in emergencies and stressful situations. Ability to drive safely an ambulance in adverse conditions and according to motor vehicles laws. Ability to communicate effectively in a tactful and firm manner with the public. Ability to deal with stress and death and dying patients. Ability to accurately record services provided on required forms. Ability to work with co-workers, law enforcement personnel, fire and rescue squads, medical personnel, patients and the general public. Ability to maintain vehicles, equipment, and facilities. Ability to maintain confidentiality of patient contact.

**Job Description/Duties:**

Serves as a member of an emergency or non-emergency medical unit responding to calls for assistance and transporting patients as necessary. Administer Paramedic level life support techniques and procedures based on patient assessment. Completes necessary records and reports for emergency and non-emergency calls including information for billing documentation and legal accountability. Participates in cleaning and maintaining of ambulance, equipment, station and premises.

**Special Requirements**

Prospective applicants will be required to pass a pre-employment drug screen, criminal and driving record check. An assessment center evaluation that includes, skills testing and oral boards prior to an offer of employment.

~~~~~

**Department: Detention Center**  
**Position Title: Detention Officer I**  
**Salary Range: \$25,764 - \$27,060 (DOQ)**  
**Application Close Date: Open Until Filled**  
**2 Positions Available**

**Minimum Training and Experience Requirements:**

Completion of high school supplemented by courses in law enforcement or detention; or an equivalent combination of training and experience.

**CERTIFICATION/EXPERIENCED AS A DETENTION OFFICER PREFERRED.**

**Knowledge, Skills, & Abilities:**

Working knowledge of federal, state, and local laws pertaining to inmate sentencing pretrial conditions, and release; working knowledge of policies and procedures covering inmate security, classification, care and discipline; ability to exercise sound judgment in routine and emergency situations; ability to work in a hazardous and confining work environment; ability to deal tactfully and firmly with inmates and the public; ability to prepare and maintain accurate records; ability to maintain effective working relationships with supervisor, other employees, and the public; ability to actively listen to inmate conversations and sounds in the facility and exercise judgment in determining potential security problems.

**Special Requirements:**

Applicant must be able to pass a physical examination; meet the minimum standards set by the State of North Carolina for jail personnel; must be at least 21 years old.

~~~~~

**Department: Sheriff's Office**  
**Position Title: Deputy Sheriff**  
**Salary Range: \$29,412- \$30,876 (DOQ)**  
**Application Close Date: Open Until Filled**

**Desirable Experience and Education:**

Graduation from high school and completion of basic law enforcement training; possession of a Basic Law Enforcement Certificate preferred; or an equivalent combination of education and experience.

**Knowledge, Skills, & Abilities:**

Working knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, serving papers, mental health detention and commitment procedures; pursuit, and arrest.

Working knowledge of law enforcement principles, practices, methods and equipment.

Some knowledge of scientific crime detection and criminal identification methods and procedures.

Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.

Skill in collaborative conflict resolution.

Ability to act with sound judgment in routine and emergency situations.

Ability to communicate effectively in oral and written forms.

Ability to present effective court testimony.

Ability to prepare clear and concise activity reports.

Ability to build and maintain cooperative and effective public relations with the citizens.

Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

**Physical Requirements:**

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

**Special Requirements:**

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers with prospects of successfully completing the entire certification process within prescribed time frames.

May require radar and other certifications.

~~~~~  
**Department: Sheriff's Office**

**Position Title: Deputy Specialist**

**Salary Range: \$32,112- \$33,720 (DOQ)**

**Application Close Date: Open Until Filled**

**Minimum Training and Experience Requirements:**

Graduation from high school and considerable law enforcement experience supplemented by specialized training in the area of assignment; or an equivalent combination of education and experience.

**Knowledge, Skills, & Abilities:**

Considerable knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, civil process, serving papers, pursuit, and arrest; Considerable knowledge of law enforcement principles, practices, methods and equipment; Considerable knowledge of scientific crime detection and criminal identification and/or narcotics interdiction and other special narcotics investigations methods and procedures; Skill in the use of firearms and other law enforcement equipment and in the application of self-defense tactics; Skill in collaborative conflict resolution; Ability to act with sound judgment in routine and emergency situations; Ability to communicate effectively in oral and written forms; Ability to present effective court testimony; Ability to prepare clear and concise activity reports; Ability to build and maintain cooperative and effective public relations with the citizens; Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.

**Physical Requirements:**

Must be able to physically perform the basic life operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions; Must be able to perform medium work exerting up to 50 pound of force occasionally; 20 pounds frequently; and 10 pounds constantly. Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places, or things on patrol.

**Special Requirements:**

Before assignment to sworn duties, employees must possess a valid North Carolina driver's license and have completed at least the minimum requirements established by the North Carolina Sheriff's Training and Standards Commission for certified law enforcement officers.

**END**

---