

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-7132
Facsimile: (252) 257-5971
www.humanresources@co.warren.nc.us

EMPLOYMENT OPPORTUNITY WARREN COUNTY COOPERATIVE EXTENSION

POSITION: 4-H W.A.Y. (Warren Advocating for Youth) Program Support Specialist* (Part-time, 25 hours per week)

DUTIES: Performs intermediate skilled clerical work assisting with a variety of general office and program assistance tasks; does related work as required. Essential functions: receiving, screening, scheduling and conducting referrals in-take; maintain required files, records and reports. Duties are performed under regular supervision.

EDUCATION/EXPERIENCE: Any combination of education & experience equivalent to graduation from high school & considerable experience working with youth. Post-secondary education in Criminal Justice or a related field is preferred but not required. Driver's license that is in good standing valid in the state of North Carolina is required.

SALARY: \$11.06 per hour

Warren County applications will be accepted **UNTIL FILLED** at the Division of Workforce Solutions, formerly the Employment Security Commission, 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer
TDD 1-800-735-2962**