

**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.warrencountync.com**

## **EMPLOYMENT OPPORTUNITY**

### **WARREN COUNTY**

### **DEPARTMENT OF SOCIAL SERVICES**

**POSITION:** Human Resources Aide (Part-Time) \*

**DUTIES:** Provides non-emergency medical transportation services to & from appointments in a kind & safe manner; helps clients enter & exit the transport van; performs preventive maintenance checks/services on agency vehicles; performs related tasks as required.

**EDUCATION/EXPERIENCE:** Any combination of education & experience equivalent to graduation from high school; some experience in homemaking and/or helping individuals or groups with related activities.

**SPECIAL REQUIREMENTS:** Valid driver's license that is in good standing; willingness to work 20 hours per week, Monday through Friday and Saturday occasionally; travel time may begin as early as 6 a.m.

**SALARY:** \$10.58 hourly

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North Carolina State applications (PD-107) will be accepted until **Wednesday, November 10, 2021** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 West Ridgeway Street, Warrenton, North Carolina 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC. Applications are available at [www.warrencountync.com](http://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**