

Administrative Assistant

The North Carolina Social Work Certification and Licensure board is currently seeking an Administrative Assistant for its Asheboro, NC location. This position is designed to provide administrative support services to the N.C. Social Work Certification and Licensure Board's Administrative staff and help the office run smoothly while gaining an understanding of the priorities. The position requires a responsible and mature individual who will be handling sensitive/protected information as well as cash/checks submitted as part of the application and renewal process of the Board.

Employment Status and Pay range:

- Full time employment (M – F) at 40 hours per week.
- \$20, 800 - \$31, 200 annually plus benefits.

Qualifications:

- Associate degree minimum. Experience in data entry preferred.
- Driver's license and personal vehicle for use in picking up/transporting mail to/from the local post office.
- Excellent verbal and written communication skills.
- Ability to multi-task and pay attention to details.
- Strong organizational skills.
- Ability to work cooperatively with other staff members as part of a team.

Primary Responsibilities:

- Pick up mail from Post Office on a daily basis.
- Opening all mail, date stamp incoming materials, and distributing as indicated.
- Scan Ethics related materials to the Ethics Coordinator's electronic scan file upon receipt.
- Receive in applications, including creating electronic database file with application information and a paper credential folder for new applicants. Consult with the Credentialing/Licensing Specialist as needed for any follow up action/notification required.
- Pull LCSWA files upon receipt of Short Form Applications.
- Upon receipt of documents, enter appropriate activity code(s) and conduct preliminary review to determine if the form is complete or follow up is needed.
- Enter appropriate activity code in the database and send follow up requests as needed for incomplete forms or missing information.

- File paper documents in the licensee's credential file and enter appropriate activity code on the file index.
- Enter reporting information into the database and file in the appropriate credential file or distribute to the appropriate staff for review.
- Additional data entry (to include check numbers/cash received, and received date) upon receiving applicable fees associated with data entry duties.
- Upon receipt of documents that require applicable fees, and for which no fee was received, send follow up notification for fees not received.
- Enter the exam outcome reflecting date exam taken and score received. File official score report in the appropriate credential file.
- File exam score reports into the appropriate file notebook.
- Apply the appropriate corresponding credential number to the respective credential folder and file in the file room.

Additional Activities may include:

- General filing.
- General copying and scanning duties.
- Stuffing and mailing certification/licensure packets and renewals as needed.
- Update database upon receipt of change of contact information correspondence.
- Maintain the file room, including purging records as directed by Executive Director or his/her designee, and in accordance with the Board's disposition of records schedule.
- Maintain the workroom (mail/copy/fax area) and insure postage is added and ink is installed as needed.
- Purchase supplies for Board meetings as needed and assist with setting up refreshments.
- Answer incoming phone calls and take messages when needed.
- Other related duties as assigned by the Executive Director.