



BERTIE COUNTY
Department of Social Services
PO Box 627
110 Jasper Bazemore Ave.
WINDSOR, NORTH CAROLINA 27983

TELEPHONE:
252-794-5320

Position Announcement
Administrative Officer II

POSTING DATE: January 8, 2026

CLOSING DATE: Open Until Filled

CLASSIFICATION: Administrative Officer II

SALARY GRADE: 70

SALARY RANGE: Salary Range \$42,070 to \$65,209

DESCRIPTION OF WORK AND EXAMPLES OF DUTIES PERFORMED

The Administrative Officer II will perform a variety of administrative duties and will assist the Local Social Services Director in managing a complex, multi-faceted social services agency to ensure adequate services are provided to the Bertie County citizens. Position will serve in an administrative capacity and will remain accountable for the oversight of all financial operations and the completion of human resources activities including ensuring compliance with a broad range of statutes, policies and procedures. Functions include:

- To support Local Social Services Director in performing administrative functions and representing Director during periods of inaccessibility and extended absences.
- To maintain oversight of all financial operations to include the development, preparation and maintenance of the agency budget.
- To initiate and maintain all records, files and activities related to human resources requirements and provide ongoing laws and policies interpretations for complete agency compliance.
- To provide administrative support for members of the Bertie County Social Services Board including development of agendas, minutes, and reports.
- To provide supervisory and management oversight of front-desk operation and direct reports.
- To maintain harmonious working relationships with state and county officials, clients and staff.

Knowledge, Skills and Abilities

Considerable knowledge of principles and practices of public and business administration. A general knowledge of accounting practices and procedures and of personnel policies and procedures. Ability to initiate and maintain administrative programs and procedures and to evaluate effectiveness. Ability to exercise judgment and discretion in the interpretation of policies and procedures. Ability to plan, assign and supervise the work of subordinate employees. Ability to establish and maintain working relationships with agency personnel, officials and public. The employee is required to adhere to laws of Confidentiality. Responsible to any other duties assigned by the Director.



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Minimum Education and Experience

Graduation from a four-year college or university and three years of experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or governmental program; or an equivalent combination of education and experience.

Application Criteria:

Submit a completed State of North Carolina Application Form (PD-107), with an official college transcript (if applicable) no later than 5:00 pm on the closing date to: Bertie County DSS Attn: Yolanda White, PO Box 627, Windsor, NC 27983 or to yolanda.white@bertie.nc.gov

Or to

Bertie County Human Resources Services, Attn: Nicole Boone P.O. Box 530, Windsor, NC 27983 or to nicole.boone@bertie.nc.gov. Resumes in lieu of a completed PD-107 are not acceptable. Late, incomplete and/or unsigned applications will not be considered. A current, valid NC driver's license is required.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Bertie County. This service, if required will take precedence over duties described in this position vacancy announcement.