

EMPLOYMENT OPPORTUNITY

VACANCY: CSEA
SUPERVISOR: CASE/MANAGER SUPERVISOR 1
POSITION: CHILD SUPPORT CASEWORKER (16006.0)
POSTING DATE: WEDNESDAY, AUGUST 22, 2018 @ 9:00 AM.
CLOSING DATE: MINIMUM 40 BUSINESS HOURS UP TO 60
CALENDAR DAYS

Working Hours:

Standard work week is 40 hours per week consisting of 5 consecutive days of 8 hours exclusive of lunch. Flexible work hours: Begin work any time between 7:00 AM and 9:00 AM. Leave work any time between 3:30 PM and 5:30 PM depending on the lunch option of either ½ hour or 1 hour. This position may involve hours other than routine agency hours.

Salary:

Group D - New Hire Rate \$12.24. Contract language will be applied for current employees.

Minimum Qualifications:

(INCLUDING LICENSE IF ANY) Twelve (12) months financial assistance public contact experience or Eighteen (18) months experience working in a public contact role outside or within a Job and Family Services Agency that includes skills and knowledge in budgeting, interviewing, public relations, computer operation, mastery of technical information and complex office practice and procedures OR Associates Degree with an emphasis on human services or sociology or an equivalent course of study, AND a valid driver's license with acceptable driving record.

Interested applicants should submit a resume and cover letter outlining how the qualifications for this position are met to Ginger Loesser, Clerical Specialist 4/HR no later than forty (40) business hours after posting.

Section 21.2 "A newly promoted, lateral or voluntarily demoted employee will be required to successfully complete a probationary period in their newly changed position."