

EMPLOYMENT OPPORTUNITY

VACANCY: WORKFORCE & FAMILY SERVICES
SUPERVISOR: WORKFORCE & FAMILY SERVICES SUPERVISOR 1
POSITION: FINANCIAL ASSISTANCE TECHNICIAN (PCN 20002.0)
POSTING DATE: AUGUST 21, 2019 @ 2:30 P.M.
CLOSING DATE: MINIMUM OF 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 ½ hour lunch. Begin work at 8:00 a.m. and leave work at 4:30 p.m. This position may involve hours other than routine agency hours.

Salary:

New Hire Rate \$11.76. Contract language will be applied for current employees.

Minimum Qualifications:

(INCLUDING LICENSE, IF ANY)

High School Diploma or GED

- Course work in accounting and/or bookkeeping, or one-year experience in a technical support role.

Interested applicants should submit a resume and cover letter outlining how the qualifications for this position are met to Ginger Mack, Clerical Specialist 4/HR.

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.”