

EMPLOYMENT OPPORTUNITY

VACANCY: WORKFORCE & FAMILY SERVICES
SUPERVISOR: WORKFORCE & FAMILY SERVICES SUPERVISOR 1
POSITION: FINANCIAL ASSISTANCE TECHNICIAN (PCN 40047.0)
POSTING DATE: MONDAY, NOVEMBER 5, 2018 @ 1:30 P.M.
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:

New Hire Rate \$11.65. 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 practices 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 Mack, Clerical Specialist 4/HR.