

## **EMPLOYMENT OPPORTUNITY**

**VACANCY:** WORKFORCE & FAMILY SERVICES  
**SUPERVISOR:** WORKFORCE & FAMILY SERVICES SUPERVISOR 1  
**POSITION:** SOCIAL SERVICES SPECIALIST (PCN 40046.0)  
**POSTING DATE:** TUESDAY, AUGUST 13, 2019 @ 11:00 A.M.  
**CLOSING DATE:** MINIMUM OF 40 BUSINESS HOURS UP TO 60 CALENDAR DAYS.

### **Working Hours:**

Flexible-May require unusual hours.

### **Salary:**

New Hire Rate \$12.36. Contract language will be applied for current employees.

### **Minimum Qualifications:**

(INCLUDING LICENSE, IF ANY)

High School Diploma or GED

- Twelve months Seneca County Department of Job & Family Services (SCDJFS) social services public contact experience or
- Eighteen months working in a public contact role outside or within a JFS that included skills and knowledge in interviewing, public relations, rules, standards, practice and procedures or
- Associate degree in human service technology or a related field and a minimum of six months public contact, social services experience

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.”