

EMPLOYMENT OPPORTUNITY

VACANCY: WORKFORCE & FAMILY SERVICES
SUPERVISOR: WORKFORCE & FAMILY SERVICES ADMINISTRATOR
POSITION: WORKFORCE & FAMILY SERVICES SUPERVISOR 1 (PCN 20089.0)
POSTING DATE: MONDAY, MAY 13, 2019 @ 4:00 P.M.
CLOSING DATE: MINIMUM OF 40 BUSINESS HOURS UP TO 60 CALENDAR DAYS.

Working Hours:

Full Flex-May require unusual hours.

Salary:

New Hire Rate \$21.12.

Minimum Qualifications:

(INCLUDING LICENSE, IF ANY)

High School Diploma or GED

- One year experience as a Quality Control Reviewer or
- Completion of undergraduate major core coursework in behavioral science, social science or education or
- Two years experience in a position similar to a Financial Assistance Caseworker or Employment Services Worker or
- Completion of two years of technical education in behavioral science or social science or
- Two years or four courses in behavioral science or social science or
- Six months or one course experience in business math, business English, interviewing techniques, typing, keyboarding or word processing

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.”