

## **EMPLOYMENT OPPORTUNITY**

**VACANCY:** WORKFORCE & FAMILY SERVICES  
**SUPERVISOR:** WORKFORCE & FAMILY SERVICES SUPERVISOR 1  
**POSITION:** FINANCIAL ASSISTANCE TECHNICIAN (PCN 20002.0)  
**POSTING DATE:** MONDAY, NOVEMBER 16, 2020 @ 2:00 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 \$11.88. 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, Human Resource Officer 2.

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.”