

EMPLOYMENT OPPORTUNITY

VACANCY: WORKFORCE & FAMILY SERVICES
SUPERVISOR: PROGRAM ADMINISTRATOR
POSITION: QUALITY CONTROL REVIEWER (PCN 20002.0)
POSTING DATE: TUESDAY, JULY 18, 2023 @ 10:15 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 \$17.08. Contract language will be applied for current employees.

Minimum Qualifications:

(INCLUDING LICENSE, IF ANY)

High School Diploma or GED

- One year casework experience in area being reviewed or
- Completion of undergraduate coursework in behavioral science, social science or education or
- Four courses or one year in behavioral science, social science, education, one course or six months in business math, one course or six months in business English, one course or six months in interviewing techniques, one course or six months in typing, keyboarding, word processing.

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.”