
KCDJFS JOB POSTING

DATE: February 9, 2018

SUBJ: Eligibility/Referral Specialist 2

Knox County Department of Job & Family Services has two vacancies for Eligibility/Referral Specialist 2's in our Public Assistance Division. These are full-time, regular, bargaining unit positions in pay range 28 with a base rate of \$15.67 per hour.

The incumbent must be able to conduct interviews over the phone and gather, as they are responsible for placing clients into appropriate programs and keeping track of their progress.

One year of experience as an ERS 1 #30121 or two years' experience as a USW 2 #30112; or completion of two courses or one year of experience in behavioral science, social science or customer services techniques; one course or six months experience in business mathematics, one course or six months experience in business English, one course or six months experience in interviewing techniques, and one course or six months experience in typing, keyboarding or word processing; plus a high school diploma or equivalent; or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Please indicate your interest in this position by submitting your resume and cover letter to Courtney L. Lower, Human Resources Administrator, at courtney.lower@jfs.ohio.gov. The positions will remain open until filled.