

Richland County Job Posting

Date: November 13, 2017

Position: Eligibility Referral Specialist 2

Department: Job & Family Services

Salary: \$15.41/Hour

Application Deadline: 4:00 p.m., Monday, November 27, 2017

Richland County Job & Family Services seeks full time Eligibility Referral Specialist 2 positions. Responsibilities include conducting interviews to determine eligibility for public assistance programs and maintaining communication with clients to determine continued eligibility.

Minimum requirements:

- 6 courses or 6 months experience in budgeting;
- 3 courses or 3 months experience in public relations;
- 3 courses or 3 months experience in office practices & procedures;
- 3 courses or 3 months experience in interviewing;
- Or education, training and/or experience in an amount equal to the minimum qualifications stated above.

Preferred qualifications:

- Degree preferred.

Employment applications may be obtained from and submitted to:
Richland County Commissioners
50 Park Avenue East
Mansfield, Ohio 44902

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and such bonafide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability or other non-job related criteria.