



Stacy Cox, MSW  
Director

# CHAMPAIGN COUNTY

## DEPARTMENT OF JOB & FAMILY SERVICES

### **NOTICE OF JOB OPPORTUNITY**

#### **Eligibility Referral Specialist I**

The Champaign County Department of Job and Family Services is accepting resumes for the position of PART-TIME Eligibility Referral Specialist I in the Workforce Unit.

#### **MINIMUM QUALIFICATIONS:**

One course or six months experience in behavioral science, social science, or customer service 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. Excellent customer service and computer experience. Knowledge of Microsoft Word and Excel with the ability to easily learn new software. Ability to troubleshoot computers, copiers, and fax machines.

**PAY RANGE:** \$15.50 to \$19.36 hourly based on experience.

#### **DUTIES:**

Included, but not limited to, answering phones and opening/closing the OhioMeansJobs Champaign County (OMJCC) office. Assisting consumers in the OMJCC facility, conducting job searches and resume writing, and monitoring computer activities. Maintaining the OMJCC facility and events calendar, assisting with job fairs and special events as necessary. Complete re-employment program and activities. Provides clerical support for the Workforce Unit.

#### **FRINGE BENEFITS INCLUDE:**

- Limited flexible work hours
- Paid sick leave if leave available
- Paid vacation (after 1 year of service) or after accumulated if applicant has prior countable service
- OPERS pickup
- Deferred compensation plans available

Qualified applicants should visit <https://www.governmentjobs.com/careers/champaignjfs> and follow application instructions to apply. This position will remain open until filled.

Angie Robeson-Human Resource Officer  
Champaign County Department of Job and Family Services  
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Champaign County is an Equal Opportunity Employer