

Please Post

19 January, 2016

NOTICE OF VACANCY

TITLE: HUMAN SERVICES SPECIALIST 3

JOB STATUS: Classified, 35 hours/week

LOCATION: 83 Spring Street, Suite 203, Newton, NJ 07860

DEPARTMENT/DIVISION: Department of Human Services/Division of Social Services

STARTING SALARY: CWA 1083 Job Range 19 (\$39,329 to \$71,997)

CLOSING DATE FOR APPLICATIONS: January 29, 2016

TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

EDUCATION:

Sixty (60) semester hour credits from an accredited college or university.

EXPERIENCE:

Two (2) years of experience involving any combination of the following: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit or entitlement to cash awards, financial benefits, or adjustment and settlement of insurance claims; investigations involving collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing and/or enforcing support obligations in a welfare board or agency, court system, or related agency.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

JOB DUTIES:

Under direction in a welfare agency, performs office and field work pertaining to the review/analysis and evaluation of cases to determine clients' eligibility for program services and/or the validity of decisions made regarding program assistance; does the field and office work involved in the collection, recording, analysis and evaluation of data for the purpose of determining eligibility, the employability, the medical status and the physical or mental health of clients; as a lead worker, instructs and guides lower level employees in the work of collecting, recording, analyzing and evaluation of data; assists supervisory personnel in the operation of their duties; does related work.

RETURN COMPLETED APPLICATIONS (or RESUME) TO

(Standard County Application Form is located at the following address or www.sussex.nj.us):

COUNTY OF SUSSEX
Sussex County Administrative Center
Office of Employee Services
One Spring Street, Newton NJ 07860