

## **Richland County Job Posting**

Posting Date: Tuesday, August 9, 2022  
Position: Eligibility Referral Specialist 2  
Department: Job & Family Services  
Application Deadline: 4:00 p.m., Tuesday, September 6, 2022

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### **Position Description:**

Richland County Job & Family Services seeks full-time Eligibility Referral Specialist 2 positions.

In a call center environment, responsibilities include obtaining client information by answering telephone calls; interviewing clients; verifying information to determine eligibility for public assistance programs and maintaining communication with clients to determine continued eligibility. Must be able to use multiple computer systems while using a headset.

### **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:** Associates or bachelor's degree in a related field, excellent communication skills.

**Salary & Benefits:** **\$17.51 per hour** with consideration given for relevant advanced degree; Ohio Public Employees Retirement System; Excellent health insurance (**agency pays up to 93% of premium**); Generous leave package including **14** paid holidays, **120** hours sick leave and **24** hours of personal leave annually; Life insurance; Employee assistance program; Paid training; Various optional benefits.

Applicants may apply online at (resume also required):  
<https://mss.richlandcountyoh.us/MSS/employmentopportunities/default.aspx>

**- OR -**

Applications may also be obtained from and submitted to (**resume also required**) ->  
Richland County Commissioners  
50 Park Avenue East  
Mansfield, Ohio 44902

**Application Deadline:** All applications must be submitted to the Richland County Commissioners at the above address **OR** online at the above link above by **4:00 p.m., Tuesday, September 6, 2022.**

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.