

JOB OPPORTUNITY
OTTAWA COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

CLASSIFICATION: Quality Control Reviewer and Trainer (30181)

POSITION NUMBER (PCN): 25000.0 DIVISION: Income Maintenance

JOB LOCATION: 8043 W. SR 163, Suite 200 Oak Harbor, Ohio 43449

HOURS OF WORK: 8:00 a.m. - 4:30 p.m. M-F

PAY CLASSIFICATION: F - \$ 15.52 – 20.00/ hour

APPLY: Ottawa County Department of Job and Family Services
Attn: Laura Whipple
8043 W. State Route 163, Suite 200
Oak Harbor, OH 43449

DATE POSTED: April 9, 2019 DEADLINE: April 26, 2019, 4:30 p.m.

THIS POSITION IS: Permanent Full-Time Not in the Bargaining Unit

JOB DUTIES: See attached Position Description.

MINIMUM QUALIFICATIONS:

Demonstrated ability to perform functions of position as identified in position description, as evidenced by caseload timeliness and accuracy, minimal overpayments, computer skills, communication skills and past performance/corrective action plans AND any of the following:

- Two years of experience performing casework duties at full performance-level in same area as assigned areas to be reviewed; OR
- Four years of experience performing casework duties at moderate performance level in same area as assigned areas to be reviewed.

An informal written proficiency test may be given in order to determine qualifications for position and as part of the selection process.

The Ottawa County Department of Job and Family Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.