

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 11/03/18

**Response Deadline:** 11/13/18

<b>Agency:</b> Butler County Department of Job & Family Services	<b>Job Title:</b> Eligibility Referral Specialist 2 (x2) (02:31708 and 02:31511)
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$16.46/hour
<b>Work Location:</b> 315 High Street – 8 <sup>th</sup> Floor	<b>Hours of Work:</b> 40 hours/week 7:30 a.m.-4:00 p.m. or 8:00 a.m.-4:30 p.m.

**Essential Functions:**

Interviews clients and their representatives in the office or field to determine initial eligibility for public assistance programs, and completes initial assessment and reassessments of WIA participants and refers clients to community and government agencies as appropriate, contacts third party source when necessary to verify client information. Writes and completes required agency and income maintenance forms, computes financial budgets for applicants, certifies applicant as eligible or ineligible for public assistance programs and WIA programs, writes and completes required reports, forms, case records, correspondence maintains files. Performs other duties related to public assistance and WIA program operations as assigned. Attends conferences, and training sessions, hearings, and meetings to receive information pertaining to public assistance programs and operations and related fields.

**Required Qualifications:**

1 year experience as an Eligibility/Referral Specialist 1; or 2 years' experience as Unit Support Worker 2; or completion of undergraduate major core coursework in behavioral science, social science or education, 1 course or 6 months experience in interviewing techniques, and 1 course or 6 months experience; or completion of 2 years of technical education in behavioral science or social science, 1 course or 6 months. experience in interviewing techniques, and 1 course of 6 months experience in typing, keyboarding, or word processing; or 2 courses or 1 year of experience in behavioral science, social science, or customer service techniques, 1 course or 6 months experience in business mathematics, 1 course or 6 months experience in business English, 1 course or 6 months experience in interviewing techniques, and 1 course or 6 months experience in typing, keyboarding or word processing.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume To:**

(please indicate Job Title in Cover Letter)

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011

Or by email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)  
(please indicate Job Title in subject line)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**