

**JOB ANNOUNCEMENT
NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES**

Position Title: **Eligibility Worker I (4002)**
Position Numbers: 323-18-00-5518
Closing Date: January 22, 2009
Job Order Number: 189459
Salary: \$2,384 per month (Minimum)
Status: Full-time Regular
City: Grand Forks ND
Type of Recruitment: Internal/External
Requisition Number: 295970

For More Information, Assistance or Accommodation Contact: Ed Christ
Employing Unit: Grand Forks County Social Services
Telephone Number: 701-787-8519

Minimum Qualifications:

Requires **ONE** of the following:

- 1) Completion of the eligibility worker two-year associate degree program.
- 2) Completion of the eligibility worker one-year certificate program and one year of work experience involving duties directly related to determining eligibility for human services economic assistance programs.
- 3) Completion of 90 semester hours or 135 quarter hours of a bachelor's degree program and one year of work experience involving duties directly related to determining eligibility for human services economic assistance programs.
- 4) Graduation from high school or GED and three years of work experience processing claims, loans, financial eligibility benefits, credit reviews, abstracts, taxes, or housing assistance; or work experience in the clerical, accounting, legal, bookkeeping, financial, business, teaching, investment/financial planning, computer/data processing fields, and one year of work experience involving duties directly related to determining eligibility for human services economic assistance programs.
- 5) Three years of any combination of education and experience listed above and one year of work experience involving duties directly related to determining eligibility for human services economic assistance programs.

Eligibility Worker Technician Underfill

If no candidates meet the above requirements, the position may be underfilled with an Eligibility Worker Technician (4001), with a minimum starting salary of \$1,956 per month. Minimum qualifications require **ONE** of the following:

- 1) Completion of the eligibility worker one-year certificate program.
- 2) Completion of 90 semester hours or 135 quarter hours of a bachelor's degree program.
- 3) Graduation from high school or GED and three years of work experience involving processing of claims, loans, financial eligibility benefits, credit reviews, abstracts, taxes, or housing assistance, or working in the clerical, accounting, bookkeeping, legal, financial, business, teaching, investments/financial planning, computer/data processing fields.
- 4) Three years of any combination of education and experience listed above.

Application Procedures/Comments:

- Complete a State of ND Application for Employment (SFN 10950), which may be obtained at: <http://www.nd.gov/hrms/jobs/appforms.html> or from any ND Job Service Office.
- Please include the position # and requisition # on your application. Also, provide specific details regarding how your education, experience and skills will qualify you for this position. A cover letter and resume may be included.
- All application material must be received on or before the closing date at the following address: Department of Human Services, HR Division, 600 East Boulevard Avenue Dept 325, Bismarck ND 58505-0250; Fax: 701-328-1030; E-mail: dhshr@nd.gov

Summary of Work:

Essential functions of this position include: interviewing and determining eligibility for applicants and recipients of human services economic assistance programs by interpreting state and federal policies; processing applications; maintaining a caseload; establishing electronic case files; performing necessary actions relating to fraud and appeals; attending training sessions and workshops; maintaining manuals; and performing other duties as assigned by the Agency. A high level of verbal and written communications skills is also required. Computer literacy is required.

EQUAL OPPORTUNITY EMPLOYER

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.