

# **ERIE COUNTY**

## **JOB POSTING #2025-012**

**POSITION:** FT Eligibility Specialist Aide III

**DEPARTMENT:** Job and Family Services

**SALARY:** \$19.57/hr. - Probationary  
\$20.35/hr. – After Probation

**POSTING DATE:** 8:00 a.m., February 24, 2025

**CLOSING DATE:** 4:30 p.m., March 28, 2025

### **MINIMUM REQUIREMENTS**

High school graduate or equivalent. Ability to carry out written and oral instructions. Ability to calculate fractions, decimals, and percentages. Ability to add, subtract, multiply and divide whole numbers. Possession of basic computer knowledge. Ability to operate photocopier/scan documents. Valid driver's license required. Erie County residency preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 03/28/2025. EOE/AA/ADA

Approved for Content

*Matthew SWick 2/21/25*

Approved for Posting

*J S JGA 2/21/25*

**2025-012**

**ERIE COUNTY JOB OPENING ANNOUNCEMENT**

**Where Applications Taken:**

Erie County Human Resources Office  
Erie County Services Center  
Second Floor, Room 210  
2900 Columbus Avenue  
Sandusky, Ohio 44870

Office Hours:  
8:00 a.m. till 4:30 p.m.  
Monday through Friday

**Where Postings Sent:**

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
W.S.O.S.	Goodwill
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

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**ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

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**DEPARTMENT:      Job and Family Services      POSITION: Income Maintenance Aide III**

**POSTING DATE:**    8:00 a.m., Monday  
                             February 24, 2025                      **LOCATION:** 221 W. Parish Street  
   Sandusky, Ohio 44870

**CLOSING DATE:**    4:30 p.m., Friday                      **WORKING HOURS:** 7:00 a.m. – 5:00 p.m.  
                             March 28, 2025     (Flexible Hours) Mon – Fri

**EFFECTIVE DATE:** ASAP                      **SALARY:**    \$19.57/hr.- Probationary  
   \$20.35/hr.- After Probation

**Job Responsibility:**

Assist applicants in becoming self-sufficient through referrals to other agencies, employability assessments and screens for eligibility for temporary assistance until self-sufficiency can be obtained.

### Essential Job Duties:

- Identify barriers; address removal of barriers by doing appropriate inter/intra agency proposals.
  1. The super screener addresses the following issues with the applicant:
    - A. Job history.
    - B. Why they are not currently working. Attempts are made to address any barriers hindering the individual. Appropriate referrals are made to other organizations or agencies.
    - C. What happened to their last job.
    - D. Where and when was their last job application completed for employment?
  2. The super screeners have updated information from employers who are hiring and refer the individual to OMJ to register or, if appropriate, the individual is also referred to a temporary agency of their choice to register for work.
- Conduct face-to-face interviews with persons applying for public or non-public assistance.
- Must be able to understand and identify both CRISE and OBWP systems.
- Explain I.M. procedures and programs; assist applicants with necessary paperwork.
- Schedule appointments; notify applicants of appointment date and time.
- Make referrals and provide information about outside agencies or other departments.
- Document all actions taken in the case file.
- Complete income verifications for participants.
- Compute initial budgets for potential program eligibility.
- Maintain e-gateway system in regards to application/reported changes.
- Perform Health Check program
- Perform Pregnancy Related Services (PRS) program.
- Perform non-emergency transportation (NET) program.

### Non-essential Job Duties:

- Stamp and sort incoming mail.
- Perform a variety of clerical tasks as needed.
- Attend meetings, training sessions, workshops and conferences.
- Perform other duties as assigned.

### Minimum Qualifications for Employment:

- High school graduate or equivalent.
- Ability to carry out written and oral instructions.
- Ability to calculate fractions, decimals, and percentages.
- Ability to add, subtract, multiply and divide whole numbers.
- Possession of basic computer knowledge.
- Ability to operate photocopier/scan documents.
- Valid driver's license required.

Preferred Qualifications for Employment:

- Erie County residency preferred.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**