

ERIE COUNTY

JOB POSTING #2025-028

POSITION: FT Eligibility Specialist III

DEPARTMENT: Job and Family Services

SALARY: \$22.11/hr. - Probationary
\$22.99/hr. – After Probation

POSTING DATE: 8:00 a.m., March 17, 2025

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

MINIMUM REQUIREMENTS

High school graduate or equivalent. Knowledge of budgeting, public relations, office practices and procedures, interviewing, income maintenance programs, procedures and regulations. Ability to deal with problems involving several variables in familiar context. Ability to handle sensitive face-to-face contacts and telephone inquiries with public and governmental officials. Ability to sort items into categories according to established methods. Valid driver's license. 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, 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 Little 03/12/25

Approved for Posting by S J OR 3/22/25

2025-028

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	
Goodwill	
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Education	Terra Tech
All County Bulletin Boards	Your Job Store

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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

DEPARTMENT:	Job & Family Services	POSITION:	FT Eligibility Specialist III
POSTING DATE:	8:00 a.m., Monday March 17, 2025	LOCATION:	221 W. Parish Street Sandusky, Ohio 44870
CLOSING DATE:	4:30 p.m., Friday March 28, 2025	WORKING HOURS:	7:00 a.-5:00 p. Mon-Fri. Flex
EFFECTIVE DATE:	A.S.A.P.	SALARY:	\$22.11/hr.- Probationary Rate \$22.99/hr.- After Probation

Job Responsibilities:

Conduct interactive interviews with applicants to determine their initial eligibility and with recipients to re-determine their eligibility via CRIS-E system, OBWP system or manually, for all public assistance programs, i.e., General Assistance, ADC, ADC related Medical Programs, SNAP, Nursing Home, etc.; and, continuing eligibility for all ADC related Medicaid programs through office or home interviews (if necessary); and, applies all allowed disregards; processes all reported changes, i.e., address, employment, household composition, etc.

Description of the Job:

- Explain to clients their responsibilities, rights, etc.
- Approve or deny applications (CRIS-E, OBWP, Manual).
- Refer situations of neglect or abused children to the Children Services Board.
- Complete all reports as required by State, County, or Agency.
- Completes all matches sent by state for possible referral to fraud unit.
- Refer clients to OBES/JOBS for those who are mandatory or voluntarily registrants.
- Cooperate with JOBS for those who are mandatory or voluntary registrants.
- Complete all JOBS forms related to Income Maintenance.
- Complete all appropriate IV-D forms and referrals.
- Determine non-cooperation with IV-D and apply applicable sanctions.
- Prepare and maintain case records regarding applicant /recipient eligibility and status for ADC, ADC related Medicaid, SNAP, Nursing Home, and Emergency Assistance (PRC).
- Notify investigation unit of all cases where there is a question of fraud or over issuance.
- Prepare appeal summaries and attend state hearings.
- Process corrections in cases identified by quality control.
- Answer routine inquiries either by telephone or correspondence under the unit supervisor's direction.
- Attend conferences, meetings, workshops, or training (overnight stay may be required on occasion).

These duties stated above are performed in accordance with the appropriate Federal, State and County guidelines for the particular program in addition to internal policies and procedures set forth.

Minimum Qualifications:

- High school graduate or equivalent.
- Knowledge of budgeting, public relations, office practices and procedures, interviewing, income maintenance programs, procedures and regulations.
- Ability to carry out oral and written instructions.
- Ability to deal with problems involving several variables in familiar context.
- Ability to apply principles to solve problems.
- Ability to calculate fractions, decimals and percentages.
- Ability to copy material from one record to another.
- Ability to complete routine forms.
- Ability to sort items into categories according to established methods.
- Ability to gather, collate, and classify information.
- Ability to answer routine inquiries from the public.
- Ability to handle sensitive face-to-face contacts and telephone inquiries with public and governmental officials.
- Ability to establish a good rapport with clients.
- Ability to write routine letters.
- Ability to arrange items in numerical or alphabetical order.
- Ability to work alone or cooperate with co-workers.
- Valid driver's license.

Preferred Qualifications:

- Erie County Residents preferred.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- 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