

Job ID
3023407

Location
Bowbells, ND

Salary Range
From 19.12 To 25.49 Hourly

Full/Part Time
Full-Time

Regular/Temporary
Regular

Closing Date
11/15/2022

NORTH STAR HUMAN SERVICE ZONE - Burke County Office Bowbells, North Dakota

Summary of Work

Essential functions of this position include interviewing and determining eligibility for applicants and recipients of financial assistance programs by interpreting state and federal policies, process applications and maintain a caseload, establish electronic case file, perform necessary actions relating to fraud and appeals, attend training sessions and workshops and other duties as assigned by the agency. A high level of verbal and written communication skills are also required. Computer literacy and regular attendance at work are imperative.

Minimum Qualifications

Eligibility Worker I

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 involving processing of claims, loans, financial eligibility benefits, credit reviews, abstracts, taxes, or housing assistance. or work experience in the clerical, accounting, bookkeeping, legal, 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. If no candidates meet the above requirements the position may be filled with an Eligibility Worker Technician.

Eligibility Worker Technician

Requires 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

- Please make sure that your resume includes information to demonstrate how you meet the minimum qualifications as posted. Your work history will not be given credit if the Department's Human Resource Division cannot determine that you meet the minimum qualifications
- The Department of Human Services does not offer or provide sponsorships. Applicants must be legally authorized to work in the United States.
- All application material must be received on or before the closing date by 11:59 pm.
- A copy of your qualifying degrees transcript and any applicable certifications or licensures must be provided at the time of an interview.

For more information or if you need an accommodation, Please Contact: Holly Snellings, Director

Employing Unit: North Star Human Service Zone

Telephone Number: (701) 774-6300

TTY Number: ND Relay Service 1-800-366-6888 (text); 1-800-366-6889 (voice)

If you are experiencing technical difficulties with the Application Process or uploading attachments , please contact recruiter@nd.gov or (701)328-3290

Equal Employment Opportunity

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.