

Morgan County VACANCY ANNOUNCEMENT

POSITION: INCOME MAINTENANCE TECHNICIAN

DEPARTMENT: HUMAN SERVICES

Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Work Force Center
426 Ensign St
Fort Morgan, CO 80701

SALARY: \$2,063 per month

Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

VACANCY CLOSING DATE: Until filled

APPROXIMATE STARTING DATE: asap

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Income Maintenance Tech

GRADE: P&A SS 4

DEPARTMENT: Human Services

DIVISION: Self Sufficiency

EXEMPT/NON-EXEMPT: Non-exempt

DATE: October 2016

GENERAL STATEMENT OF DUTIES:

This position determines initial and continuing eligibility for financial, medical, and food assistance payments. Interprets rules and regulations of all program areas, plans for and facilitates/coordinates the processes and procedures necessary to provide clients with assistance, and performs calculations and accounting functions necessary to establish support variances.

SUPERVISION RECEIVED:

This position receives direct supervision from the unit manager.

SUPERVISION EXERCISED:

This position is a non-supervisory position.

ESSENTIAL JOB FUNCTIONS:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The County reserves the right to modify or change the duties or essential functions of the job at any time.

- ◆ Conducts intake interviews and gathers verification information necessary to determine eligibility for financial, food assistance and medical assistance programs.
- ◆ Assess client's needs and makes referrals to other agency and community services.
- ◆ Informs clients of state rules and regulations and their rights and responsibilities for eligibility to receive assistance.
- ◆ Prepares recoveries for overpayment as required.
- ◆ May appear and testify at county and state hearings concerning client case status.
- ◆ Conducts the necessary accounting processes and procedures to record and account for assistance payments.
- ◆ Maintains working relationships with community organizations and resources as a representative and a member of the division's professional team.
- ◆ Must complete Emergency Management Institutes NIMS Courses IS-700 & IS-100 within 6 months of hire.
- ◆ Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Ability to perform analysis relative to public policy and social service systems according to supervisors direction.
- ◆ Leadership and interpersonal skills.
- ◆ Ability to engage in conceptual thinking and creative problem-solving.
- ◆ Ability to gain knowledge of community service resources, activities, and purpose.
- ◆ Ability to gain knowledge of laws, legal process, and all associated procedures.
- ◆ Ability to collect, organize and utilize relevant data according to client need.
- ◆ Knowledge and the utilization of current technology.

EDUCATION:

High school diploma or GED.

EXPERIENCE:

No previous experience is required.

WORK ENVIRONMENT:

Work is generally performed in a standard office environment with occasional travel outside the office to attend meetings, conferences, trainings, make court appearances and other related activities.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- **VISION** – Individual must be able to read handwritten or printed material, and read from a computer monitor.
- **HEARING** – Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- **LIFTING** – Must be able to lift, carry, push or pull 20 to 30 pounds.
- **MOBILITY** – Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- **DEXTERITY** – Frequent* use of eye, hand and finger coordination in order to operate office machinery.
- **COMMUNICATIONS** - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- **DRIVING** - Must be able to operate a motor vehicle.

Constantly: Activity exists 2/3 or more of the time
 Frequently: Activity exists between 1/3 and 2/3 of the time
 Occasionally: Activity exists less than 1/3 of the time.

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Employee Signature:	Date:
Human Resources:	Date: