

# Please Post

September 6, 2024

## NOTICE OF VACANCY

**TITLE:** HUMAN SERVICES SPECIALIST 1

**JOB STATUS:** Part Time – 25 Hours/week

**DEPARTMENT/DIVISION:** Department of Human Services  
Division of Social Services

**STARTING SALARY:** \$21.11 (CWA 8, 54-32)

**CLOSING DATE:** Until Filled

**START DATE:** To Be Determined

### **JOB DUTIES:**

Under the close supervision of a designated supervisor in a welfare agency, does the field and office work involved in the collection, recording and evaluation of data, to include the employability, the medical status and the physical or mental health of applicants/clients, for the purpose of determining applicants'/clients' eligibility for program services; provides information to families and individuals to achieve self-sufficiency through employment opportunities and/or child support services; does related work.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Sixty (60) semester hour credits from an accredited college or university.

#### **EXPERIENCE:**

Experience involving any combination of the following may be substituted for the above education requirement: securing/verifying information and making determinations or recommendations relating to eligibility or qualifications of applicants for loans, insurance, credit, employability, and/or job training services, or entitlement to cash awards, financial benefits or adjustment and settlement of insurance claims; investigations involving the collection of facts and information by observing conditions, examining records, interviewing individuals, and preparing investigative reports of findings; or investigating, establishing, and/or enforcing support obligations in a welfare board or agency, court system, or related agency.

#### **LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us))

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton NJ 07860

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.