

VACANCY ANNOUNCEMENT

Position: Processing Assistant IV

Agency: Allegheny County Department of Social Services

Pay Grade and Starting Salary: PA IV Grade 59 – hiring \$25,561; min. \$26,839 – max. \$38,342

Duties and Responsibilities: The primary purpose of this position is to serve as transportation coordinator for the agency's Medicaid transportation program. This employee is required to receive requests for Medicaid transportation, assess need, and determine least expensive means of transportation available. This position will be located off site and will work closely with other agencies in arranging and coordinating transportation via a local public transportation provider.

Knowledge, Skills and Abilities: Significant knowledge of office or work unit procedures, methods and practices. Significant knowledge of and ability to use correct grammar, vocabulary, spelling and office terminology to compose and/or proofread correspondence, reports and other materials. Significant knowledge of accounting procedures, mathematics and their application in the work environment. Ability to learn and independently apply laws and departmental rules and regulations covering programs and services. Ability to review and process information to determine conclusions, actions or compliance with applicable laws, rules or regulations. Ability to apply a variety of work-related formulas or mathematical calculations. Ability to record, compile, summarize and perform basic analysis of data. Ability to independently work with people with courtesy and tact in performing public contact duties that may be sensitive in nature. May require ability to supervise and coordinate the work of other staff, student workers or volunteers.

Minimum Education and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Successful candidate for position will be subject to pre-employment drug testing, criminal background check and DMV driving record check. Full time benefits include county provided health and life insurance; holiday, sick, vacation and longevity pay plus retirement participation in the NC Local Government Retirement System.

Application Process: Submit a "State Application Form, (P.D.107) to the ESC.

Deadline for submitting applications: July 6th, 2018

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