# ACCEPTING RESUMES

| Position: | Income Maintenance Service Representative  
OhioMeansJobs Post #261631543 |
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| Job Description: | Ashtabula County Department of Job & Family Services is Hiring an Income Maintenance Service Representative  
Under general supervision of the Eligibility Referral Supervisor, the Assistant Administrator, or the Training Supervisor, the Income Maintenance Service Representative provides support to the Income Maintenance unit by interviewing clients and making accurate eligibility determinations for public assistance programs.  
**Full Time $15.84/hr with Benefits** |
| Desired Skills: | Completion of secondary education or equivalent (high school diploma or GED), completion of an Associate’s degree from an accredited college or university preferred; one (1) or more years of related experience and/or training; previous experience and/or training as a Case Aide; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities. Modern computer skills and computer applications, including but not limited to Microsoft Office; carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; maintain confidentiality. |
| How to apply: | Interested applicants may submit resumes to:  
Stephen J. McClure  
stephen.mcclure@jfs.ohio.gov  
Ashtabula Co. Dept. of Job & Family Services  
2924 Donahoe Drive  
Ashtabula, OH 44004 |
| OPEN DATE | 8/24/2023 |
| CLOSE DATE Until Filled | If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.  
Thank you and best of luck  
OhioMeansJobs Ashtabula County |

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