

**LANGLADE COUNTY SOCIAL SERVICES DEPARTMENT
ECONOMIC SUPPORT SPECIALIST – CALL CENTER**

Langlade County is recruiting for a full-time (40 hours a week) Economic Support Specialist – Call Center position in the Social Services Department. The purpose of this position determines eligibility for all Economic Support programs including Medicaid, Badgercare, Food Share, CareTaker Supplement, and Child Care assistance. Interviews customers, collects data, and computes budgets; records and documents information; accesses, prepares and inputs all data into the statewide computer processing systems. This position works in an office and call center work environment.

Qualifications: Minimum qualifications: High School diploma and one (1) year of secretarial, professional administrative experience in a governmental or public sector work environment, one (1) year of experience working with the public; or an equivalent combination of training, education and experience. Preferred qualifications: Associate Degree in human services, secretarial, professional administrative, record keeping, accounting, math or related field; call center experience; three years experience in working with the public; or an equivalent combination of training, education and experience.

SALARY: \$21.00-26.00/hr., commensurate with qualifications and experience. Excellent benefits package offered.

Applications are available online at www.co.langlade.wi.us. Applications will be accepted until 7:30 AM on Monday, January 20th, 2025, or until filled at the Human Resources Office.

EQUAL OPPORTUNITY EMPLOYER