

**TOWN OF TRUMBULL
PART TIME APPLICATION PROCESSOR
SOCIAL SERVICES**

Salary: \$16.00 per hour
Hours: 19 ½ hrs. per week.
Closing date: Until position is filled.

IMPORTANT INSTRUCTIONS FOR APPLYING:

Applications will be available online only.

Please to go www.trumbull-ct.gov to print the application and mail completed application to:

Town of Trumbull
HR/Civil Service
5866 Main Street
Trumbull, CT 06611

Applications will **NOT** be available at the HR/Civil Service office. You must download and print the application. The application must be mailed to the address above, or faxed to 203/452-3856; or emailed to mmeier@trumbull-ct.gov.

SUMMARY OF JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

1. Processes applications and/or referrals for public assistance programs.
2. Maintains files and client records, observing strict confidentiality.
3. Attends meetings as required by Department. Meetings that pertain specific to the application process.
4. Does other related tasks as assigned.

SUPERVISION RECEIVED:

Works under the supervision of the Director of Social Services or his/her designee.

SUPERVISION EXERCISED:

None

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Ability to deal with elderly clients who may be emotional and distressed.
2. Ability to respond courteously to the public.
3. Computer skill knowledge (Word/Excel)

EXPERIENCE AND TRAINING:

1. High School Diploma/GED. Office skills, post education preferred.
2. Five (5) years of experience working with public assistance programs preferred.