



numbers; calculate fractions, decimals and percentages; originate routine business letters reflecting standard procedures; deal with problems involving several variables in familiar context; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; proofread technical material, recognize errors and make corrections; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; develop complex reports and position papers; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public; resolve complaints from angry citizens and government officials.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor's degree in social service or related field with five (5) years of social service or related experience; or any equivalent combination of training and experience.

**Additional Requirements**

No special license or certification is required.

**Supervisory Responsibilities**

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer, promotion, or salary increase of other employees.

**UNUSUAL WORKING CONDITIONS:**

N/A

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date