

Job Opening: Part-time Office Support Specialist position (3/5 time) at the Lac qui Parle County Family Service Center in Madison, MN. Starting salary \$12.83/hour with salary increase upon satisfactory completion of 6 month probationary period. Duties include assisting clients in completion of forms, editing and correcting mileage claims according to transportation program requirements, scanning documents for children's mental health and foster care into document manager, sorting records for case retention or destruction, and serving as representative payee for limited number of clients as needed. Please call Joel Churness, Director, at 320-598-7594 if you have any questions about the position or about the application process. Lac qui Parle County Family Services is an Equal Opportunity/Affirmative Action Employer.

Application deadline:

To apply, go to <https://agency.governmentjobs.com/mnmeritsystem/default.cfm> and click on **Job Posting 614-Online**. Deadline for receipt of applications is **4:30 p.m., August 31, 2017**.

Examination process:

In order to be considered for this job, you must take and pass an examination, which is offered online. The examination consists of five sections measuring Numeric Filing, Proofreading, Reading Comprehension, Spelling, and Basic Math Skills. **After your Merit System application has been submitted, you will be sent a link to access the examination sections.**

IMPORTANT INFORMATION:

- 1. You must complete the exam within 5 days of submitting your application, or if you wait until the closing date, you must complete the exam no later than midnight, September 5, 2017.**
- 2. Several of the modules/examination sections are not compatible with Apple products at this time and must be completed in a Windows-based computer system, so you may need to use another Windows-compatible computer to complete the exam(s).**