



JOB VACANCY ANNOUNCEMENT

Position Title: Operations Services Technician
Status: Full-Time, 40 hrs/week
Starting Salary Range: Grade 7: \$17.93 - \$21.09/hr
Location: Detroit Lakes Administration Office

Position Number: 24-06
Recruitment: Internal/External
Closing Date: January 21, 2024

Primary Position Objectives: This position exists to review the work of field staff to ensure eligibility criteria for client services and the paperwork submitted, to meet the required program rules, regulations, and policies.

Required Qualifications: High school diploma or GED and two years of general office experience. Must have a high attention to detail and the ability to problem-solve. Must work effectively in a team-structured environment. Ability to establish and maintain productive, positive relationships with agency administration and field staff employees. English language proficient. Ability to communicate effectively in written and verbal form. Computer skills to include word processing, email, and accessing information on the internet. Ability to pass a criminal background check.

Preferred Qualifications: Those individuals who are veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

Essential Functions: Maintain knowledge of program and accounting policies and procedures. Review client applications and enrollments submitted by field staff. Review and update client activity and status in required computer programs. Responsible to verify that vendor payment requests are within policy guidelines and process payments for distribution within established timelines. Process client payroll on a bi-weekly basis following established procedures. Initiate quality communication flags when needed and assist with resolution of issues. Process daily department mail and transmittals. Create client files and maintain accurate internal system files. Maintain department office equipment and supplies.

Application Instructions: Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager
Rural Minnesota CEP, Inc.
803 Roosevelt Avenue
Detroit Lakes, MN 56501
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at www.rmcep.com. To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider
Upon request, this information will be made available in an alternate form.**

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