

EMPLOYMENT OPPORTUNITY  
FOREST COUNTY  
ECONOMIC SUPPORT ASSISTANT

Forest County is currently accepting applications for the full-time position of Economic Support Assistant. This position is full time, thirty (35) hours per week. The position will work under the direction of the Social Services Director.

Applicants must have two years' experience as an Economic Support Assistant, or in a position with similar tasks. Experience in Office terminology and procedures is a must. Some duties include but, are not limited to, taking applications and determining eligibility for W2 and income Maintenance programs, working with the Call Center Anywhere Software, and the Northern Income Maintenance Consortium's Call Center. Good communication skills are necessary, with the responsibility of maintaining records and reports for a variety of policies and procedures.

Application materials, including the position description and summary of benefits may be obtained at [www.co.forest.wi.gov](http://www.co.forest.wi.gov) or in the County Clerk's Office, Forest County Courthouse, 200 E Madison Street, Crandon, Wisconsin 54520 or by calling (715) 478-2422. Please return applications and resumes to the County Clerk's Office.

Forest County is an Equal Opportunity Employer