



Michigan Civil Service Commission

Great Place to Work
Great Work



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Employment Information

- > [State Job Postings](#)
- > [Job Specifications & Wage Rates](#)
- > [Career Categories](#)
- > [Examinations](#)
- > [5029 Exam Scheduler](#)
- > [Examination Schedule](#)
- > [Benefits of State Employment](#)
- > [Career Planning](#)
- > [Job Seeker Tips](#)

Civil Service Commission

- [Rules & Regulations](#)
- [Training & Development](#)
- [Agency Services](#)
- [Employee Benefits](#)
- [Inside Civil Service](#)
- [State Board of Ethics](#)
- [Career Decisions](#)
- [New Hire Orientation](#)

WHAT'S HOT

DHS Jobs

If you are interested in helping people improve their lives, a position as a Services Specialist or an Assistance Payments Worker could lead you to a rewarding job with an opportunity for career advancement.

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• More Jobs!!

In addition to the various jobs featured in "What's Hot!", there are many more opportunities to become part of the state of Michigan team.

To make your job search easier, [we offer several ways to view our vacancies](#)

• [College Degree Majors](#)

Review a list of [college degree majors](#) and the corresponding list of qualifying Civil Service job classifications, and a list of colleges and universities [not accredited by the Council on Higher Education Accreditation](#).

• [Benefits of Living in Michigan](#)

Besides the great [employment benefits](#) offered for state workers, there's plenty more to consider:

> [More](#)

• [Contact MCSC about State Employment](#)

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Online Services

Surveys

RSS Feeds

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- [MI HR Gateway](#)
- [State Job Postings](#)
- [Employment Information and Career Planning Services](#)
- [MCSC Rules and Regulations Updates](#)
- [MCSC Phone Book](#)
- [Quick Find Index](#)
- [MCSC Forms](#)
- [State of Michigan Workforce Reports](#)
- [Detroit Regional Office](#)
- [Administrative Support Exam Scheduler](#)
- [State Employee Military Leave](#)
- [Veterans Preference Information](#)

State of Michigan Job Postings

Click on the posting that interests you for more detailed information. This web site is updated daily, so please check it often.

PLEASE NOTE THE FOLLOWING ABOUT APPLYING FOR VACANCIES:

- * Your application for any position does not guarantee that you will be contacted by a department for further consideration.
- * Departments reserve the right to close postings prior to the indicated due date based upon the volume of applications received.
- * Please click [here](#) to register as a veteran, spouse of a disabled veteran, or surviving spouse of a veteran.

PLEASE NOTE THE FOLLOWING CONDITIONS THAT APPLY TO EMPLOYMENT WITH THE STATE OF MICHIGAN.

- * Prior to hire, an individual must submit to and pass a pre-employment drug test.
- * In accordance with federal law, all new employees must provide proof of eligibility to work in the United States within three business days of beginning employment. [Employment Eligibility Verification Form](#)
- * If you accept a position with the State of Michigan, you will be paid by means of an electronic funds transfer into an account at your financial institution, unless to do so would cause an undue hardship.
- * All employees of the State of Michigan must obtain approval from the departmental appointing authority before engaging in supplemental employment.

The State of Michigan is an Equal Opportunity Employer

sort by Job Title	sort by Open To	sort by Due Date	sort by Pay Range	sort by State Agency	sort by City	sort by County	sort by Date Posted
CORRECTIONS SHIFT SUPERVISOR 11	Applicants Who Have Taken The Examination	2/12/2008	\$17.90 - \$28.07 /hr	Corrections	Ionia-IMAX	IONIA	2/1/2008
CORRECTIONS SHIFT SUPERVISOR 12	Applicants Who Have Taken The Examination	2/11/2008	\$20.10 - \$28.48 /hr	Corrections	Ionia-MTU	IONIA	1/31/2008



Position Information

The State of Michigan is an Equal Opportunity Employer

Date Posted: 1/3/2008

Deadline for Response: 3/31/2008

Job Title: [ASSISTANCE PAYMENTS WORKER 8/9/E10](#)
Click on the above Job Title to view the Job Specification.

Occupational Group: Human Service Occupations

State Agency: Human Services

Job Posting #: 0102005

Position Is Open To: All Applicants

City: Various

County: VARIOUS

Type of Employment: Full-time

Pay: \$16.19 - \$22.30 /hr

Union: United Auto Workers

Brief Job Description: Employees in this job determine applicants' eligibility for financial assistance programs and maintain ongoing cases. The work involves frequent contacts with clients and others to obtain and verify information needed to approve services under various financial assistance programs, Food Assistance, Medical Assistance, and other programs administered by the Department of Human Services.

Other Job Information:

All interviews being conducted within the Department of Human Services will be Behavioral Based. You can review this process on the [Personnel Services website](#) and the [Civil Service website](#).

[Availability Statement](#)

[Job Fit Factors](#)

[DHS 1502 Pre-employment Application](#)

Minimum Education Required: Completion of two years of college (60 semester or 90 term credits).

Minimum Experience Required: Assistance Payments Worker 8: No specific type or amount is required.

Assistance Payments Worker 9: One year of experience equivalent to an Assistance Payments Worker 8.

JOB FIT FACTORS
Assistance Payments Worker
 (Eligibility Specialist)

There are many different aspects to any job. Some aspects are seen as desirable or rewarding while others are seen as less desirable. Rank how desirable the following factors would be in your ideal job. Please use the following scale:

	1	2	3	4	5
	Very Undesirable	Somewhat Undesirable	Neutral	Somewhat Desirable	Very Desirable
1. Having to adapt to changing policy and procedure:	1	2	3	4	5
2. Needing to pay attention to small details:	1	2	3	4	5
3. Having a job where I have to constantly learn new things:	1	2	3	4	5
4. Entering data into a computer:	1	2	3	4	5
5. Having to make decisions:	1	2	3	4	5
6. Completing demanding tasks rapidly and within time constraints:	1	2	3	4	5
7. Providing face to face customer service:	1	2	3	4	5
8. Receiving formal recognition or rewards for my work:	1	2	3	4	5
9. Receiving generous compensation:	1	2	3	4	5
10. Processing high volume of paperwork:	1	2	3	4	5



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No Worker Left Behind Program

Michigan Talent Bank
Bringing People & Jobs Together

Upcoming Job Fairs

Jobs, Jobs, Jobs
And MORE Jobs!

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A [Michigan Jobs & Career Portal](#) service.

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[Saginaw](#)

[Traverse City](#)

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What did you do at your job today?

Discover an exciting job that makes an impact!

FEATURED JOB

Realty Specialist / Lead Realty Specialist

GSA employs approximately 550 Realty Specialist across the nation to manage Federal government property.



FEATURED EMPLOYER

U. S. Citizenship and Immigration Services (USCIS)

LIFE CHANGING CAREER OPPORTUNITIES ARE AVAILABLE FOR YOU!

