

# MARQUETTE COUNTY IS HIRING!

## Economic Support Quality Assurance Specialist

### Human Services Department | Full-Time

**Wage:** \$26.83 - \$29.98 per hour

Marquette County Human Services is seeking a detail-oriented and knowledgeable professional to serve as our **Economic Support Quality Assurance Specialist**. This position plays a critical role in ensuring the accuracy and compliance of FoodShare and other public assistance programs by conducting quality assurance reviews, identifying errors, providing staff training, and supporting program integrity efforts.

### Essential Responsibilities

- Conduct quality assurance reviews of FoodShare applications and renewals.
- Review cases for accuracy, completeness, and compliance with federal and state regulations.
- Identify discrepancies, missing verifications, and procedural issues.
- Track error trends and assist in developing staff training and corrective actions.
- Provide guidance and support to Economic Support Specialists.
- Interpret and apply complex program policies related to FoodShare, Medical Assistance, BadgerCare Plus, Child Care, and related programs.
- Review financial records, legal documents, tax forms, and eligibility verifications.
- Support program integrity efforts and identify potential fraud indicators.
- Participate in local, consortium, and statewide quality improvement initiatives.

### Qualifications

- Associate's Degree and a minimum of five (5) years of related Economic Support experience required.
- Experience with public assistance programs such as FoodShare, Medical Assistance, Social Security, or private insurance.
- Proficiency with Microsoft Office, spreadsheets, and data entry.
- Experience navigating CARES Worker Web and related applications, including EBT, CSAW, ForwardHealth, and KIDS.
- Valid Wisconsin driver's license and reliable transportation.
- Ability to pass all required background checks.

### Benefits

Marquette County offers an excellent benefit package, including:

- Wisconsin Retirement System (WRS)

- Employer contribution to Low-Deductible Health Insurance and Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Spending Accounts
- Paid Vacation up front
- Paid Sick Leave
- 11 ½ Paid Holidays plus 2 floating holidays
- Employee Assistance Program

### **Apply Today!**

This position will remain open until filled; however, **preference will be given to applications received by Thursday, July 2.**

To apply, please email your resume to:

[mzuehls@marquettecountywi.gov](mailto:mzuehls@marquettecountywi.gov)

Join our team and help ensure the integrity and accuracy of programs that serve the residents of Marquette County.

**Marquette County is an Equal Opportunity Employer.**