

# HOUSTON COUNTY

## Personnel Office

304 South Marshall Street - Room 208

Caledonia, Minnesota 55921

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[www.co.houston.mn.us](http://www.co.houston.mn.us)



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## **APPLICATION DIRECTIONS**

### **SOCIAL WORKER – CHILD PROTECTION SPECIALIST**

Thank you for your interest in employment with Houston County.

*In order to be considered for this vacancy, applicants must qualify to be listed on the Minnesota Merit System Register for County Agency Social Worker. **PLEASE NOTE: Merit System scores for County Agency Social Worker are based on an education and experience rating. No exam will be given.***

To apply:

1. Submit your application to the **Minnesota Merit System for County Agency Social Worker (Job # 011-28)** by **Friday, July 1, 2022**. *In order to be included on the correct eligibility list, you must indicate your willingness to consider a position in the area of child protection when applying.*

To apply, go to: <http://agency.governmentjobs.com/mnmeritsystem/default.cfm>.

For assistance in completing the Merit System application, please contact the Merit System office directly at (651) 431-3030.

**AND**

2. Complete the **County Application for Employment form and Supplement form**, and return it along with your **cover letter and resume**, to the Houston County Personnel Office by **4:30 p.m. on Friday, July 1, 2022**. **\*PLEASE DO NOT EMAIL YOUR APPLICATION MATERIALS\*** We ask that you submit your documents via mail, fax or hand delivery. If you have questions or need special accommodations to complete the application for employment form, please contact the Houston County Personnel Office at the address/number listed above.

#### **Application Review Process:**

Once the Merit System staff has completed their application assessments, a register of qualified applicants will be created and forwarded to Houston County. At that time, we will begin our review process for all qualified candidates. Please keep in mind that this may take two weeks or more, and once complete, applicants will be promptly notified of their status regarding this vacancy.