SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
Child Support Clerical Specialist

Benefits to joining our team:

- Starting rate $16.28 to $16.96
- Full-time employment
- Impressive benefit package: *health, vision, dental, life insurance, public retirement
- 13 paid holidays
- 32 Hours paid personal days (First Year - 16 hours at 6 months and 16 hours at one year)
- Employee Assistance and Wellness Programs
- Vacation
- Paid Sick Leave
- Flexible Schedule
- Leadership and Personal Growth Opportunities

Position Overview:
Full time position. This individual will be responsible for performing specialized and varied clerical tasks related to the Child Support Division that include, but are not limited to, the following: handling front desk/drive thru/reception duties (waiting on clients, taking payments, answering general questions), directing calls received at the switchboard, processing daily mail, scanning, maintaining and updating case lists and files, completing income verifications, assisting with case destruction process, completing activities related to child support modifications (typing letters and judgment entries), typing seek work orders/impounds, completing hearing dismissals/support order notices, and more general clerical duties like stuffing envelopes, typing, filing, data entry and other duties as assigned.

Minimum Qualifications:
The successful applicant will meet the following minimum qualifications: ability to use word processing and spreadsheet applications, ability to calculate fractions, decimals and percentages, read and write common vocabulary, plus three months experience in office practices and procedures or equivalent. Knowledge in Word, Excel and Access and previous experience in Child Support is preferred. A valid driver's license with acceptable driving record is required. The candidate may have to drive personal vehicle and must maintain required liability limits.

All applicants must submit completed county application to be considered for employment. Resumes may be attached but will not be considered without application. Applications can be found at: http://www.sandusky-county.com/index.php?page=links.

How to apply:

- Fax cover letter/resume and/or County Application to 419-552-3221 Attn: Taylor Steinmetz
- Mail cover letter/resume and/or County Application to
  2511 Countryside Drive, Fremont, OH 43420 Attn: Taylor Steinmetz
- E-mail cover letter/resume and/or County Application to taylorann.steinmetz@jfs.ohio.gov

Sandusky County Department of Job and Family Services is an Equal Opportunity Employer