

SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
Children Services Clerical Specialist

Benefits to joining our team:

- Starting rate \$16.65 to \$17.30
- Benefit package: sick leave, life insurance, public retirement
- Employee Assistance and Wellness Programs
- Flexible Schedule
- Leadership and Personal Growth Opportunities

Position Overview:

This worker will be responsible for general clerical duties including typing, filing, data entry, scanning, handling mail, switchboard and receptionist duties and other clerical duties as assigned. This worker will also work closely with the visitation unit to assist with visitation coordination and scheduled events. Further responsibilities will be defined later in the selection process.

Minimum Qualifications:

Applicant must have these 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.

A valid driver's license with acceptable driving record is required.

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

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