

Job Opening

Position: IM Aide (Clerical)
Date Posted: December 4, 2024
Status: Full-time
Wage: Starting Rate \$15.12 to \$15.99
Division: Bargaining Unit

Duties:

This staff member will be responsible for greeting and assisting all customers/visitors to the agency. Also, providing required forms, applications and instructions, scheduling appointments and referring customers to appropriate Public Assistance personnel, questioning customers to determine emergency and expedited needs for various programs. Copying and scanning verifications brought in by customers, providing customers with printouts for proof of medical and income verifications. Maintains daily logs of visitors/customers. This position also performs general clerical tasks as assigned which may include sending out mail, receive/log and distribute mail, answer phones, accept deliveries, typing, filing, and copying. This is a non-flex position.

Qualifications:

An associate's degree is preferred but not required. Must also be able to demonstrate good communication, inter-personal relation skills and computer proficiency. Fluency in Spanish is helpful but also not required. 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 external applicants must submit a 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 cover letter/resume to 419-552-3221 Attn: Taylor Steinmetz
- Mail County Application and/or cover letter/resume to:
2511 Countryside Drive, Fremont, OH 43420 Attn: Taylor Steinmetz
- E-mail County Applications and/or cover letter/resume to taylorann.steinmetz@jfs.ohio.gov

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