

### **Clerical Support**

Full time position. General front desk/reception duties, directing calls received at the switchboard, processing daily mail, scanning, maintaining and updating files. Other duties to be described during the interview process. 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. EOE.

\$13.25/HOUR to start up to \$13.88/HOUR after successful completion of six months.



**Prefer Applications are emailed, faxed, or dropped off at the agency.**

Address: Attention: Taylor, 2511 Countryside Drive Fremont, OH 43420

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