

# RICHLAND COUNTY CHILDREN SERVICES



**Job Posting:** FULL TIME SUPPORT 1 – Assigned to Legal Department

**Date Posted:** Wednesday, November 28, 2018 through Friday, December 14, 2018  
Internal candidates follow Agency procedure

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**Position:** SUPPORT 1

**Available:** As determined by the Agency and successful candidate

**Wage:** \$12.31

## **PRIMARY JOB RESPONSIBILITIES:**

- Administrative and clerical support within the legal department
- Create, maintain, organize and copy files and documents necessary for the legal department
- Provide courteous service to Agency staff, clients, visitors, and members of the public
- Maintain State and Agency confidentiality standards

## **MINIMUM QUALIFICATIONS:**

- High school diploma
- Valid Ohio driver's license with an acceptable driving record
- Excellent written and verbal communication skills
- Proficient use of grammar, punctuation, spelling and legal terminology
- Ability to prioritize tasks and organize work to meet deadlines
- Proficient in Microsoft Outlook, Word, Excel and other computer-based technology
- Ohio Notary Public preferred

**Work Hours:** Monday – Friday 8:00 AM to 4:30 PM

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of the Agency and to complete assigned duties.

**Location:** Richland County Children Services, 731 Scholl Road, Mansfield, OH 44907

## **PLEASE SUBMIT THE FOLLOWING VIA EMAIL OR FAX:**

1. **Letter of Interest**
2. **Employment Application (Required for consideration; available on Agency Website)**
3. **Resume to:**

Christopher W. Zuercher, Human Resources Manager  
Richland County Children Services  
731 Scholl Road  
Mansfield, Ohio 44907  
[www.richlandcountychildrengservices.org](http://www.richlandcountychildrengservices.org)  
Phone: 419-774-4100  
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[Christopher.Zuercher@jfs.ohio.gov](mailto:Christopher.Zuercher@jfs.ohio.gov)

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