



Stacy Cox, MSW  
Director

# CHAMPAIGN COUNTY

## DEPARTMENT OF JOB & FAMILY SERVICES

### **NOTICE OF JOB OPPORTUNITY** **Clerical Specialist 4 – Administrative Assistant**

The Champaign County Department of Job and Family Services is accepting resumes for the position of **Clerical Specialist 4** with the Administrative Team. The Administrative Team is looking for a highly creative and adaptable individual to provide support to the Agency as well as the community. We are looking for fresh ideas to help the Agency in marketing through social media and help with modernizing our processes using new technology.

#### **MINIMUM QUALIFICATIONS:**

Exceptional written and verbal communication skills. Considerable knowledge of Microsoft programs (Word, Excel, PowerPoint, Outlook, TEAMS, and SharePoint) Knowledge of social media platforms. Experience working with an emphasis on careful attention to details. Ability to work concurrently on multiple tasks/projects. Must be adaptable and willing to work in a team environment that changes day to day.

**PAY RANGE:** \$34,028.80-\$43,409.60 annually based on experience.

#### **DUTIES:**

Primary duties of this position include providing high level of support to the Agency Director. Create and/or assist with communications for the Agency's website and social media sites. Assist with HR/IT related functions. Coordinate agency events and trainings. Provide support to other Administrative Team functions as needed.

#### **FRINGE BENEFITS INCLUDE:**

- Work hours are flexible between 7:00am-5:30pm depending on Agency needs
- Employee and spouse health insurance paid at 80%
- Employee paid dental and vision
- Paid sick leave if leave available
- Paid vacation (after 1 year of service) or after accumulated if applicant has prior countable service
- OPERS
- Deferred compensation plans available

Qualified applicants should visit <https://www.governmentjobs.com/careers/champaignjfs> and follow application instructions. This position will remain open until filled.

Angie Robeson - Human Resource Officer 2  
Champaign County Department of Job and Family Services  
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937-484-1500 ext. 2749

Champaign County is an Equal Opportunity Employer