



JOB OPPORTUNITY

Multiple Positions Available

Are you someone who wants to directly impact the lives of the most vulnerable children in your community? Are you looking for work with a purpose?

Summit County Children Services (SCCS) is an innovative public child protection agency looking for individuals to join our team who share our commitment to the safety, permanency, and well-being of all children in Summit County.

SCCS cultivates an environment that respects, celebrates, and supports our employees and the people we serve. If you excel in teamwork and collaboration, building relationships, planning, and organizing, and enjoy an environment where each day brings something new you may thrive on our team.

SCCS currently has multiple openings for **Clerical Specialist**.

The Clerical Specialist – Front Desk is responsible for being the first point of contact for the general public and greets and guides all staff and visitors through the agency's campus. The Clerical Specialist maintains security of the campus and ensures that staff and visitors always receive excellent customer services.

High School Diploma or GED required; Associated Degree in Business or Social Services related field preferred.

Two (2) years' of office/administrative experience working in a child welfare or social services agency preferred.

A valid Ohio Driver's License and use of an insured vehicle are required for this position.



SCCS provides:

- Hybrid and/or flexible work schedules;
- Paid holidays, personal leave, and sick leave;
- Generous vacation;
- Paid Parental Leave
- Highly competitive and comprehensive medical benefits, including prescription, dental, vision, wellness incentives;
- On-site continuing education and training;
- Tuition and licensure reimbursement;
- Continuing education flex time;
- Public service loan forgiveness eligibility;
- Onsite employee mental health supports and wellness room;
- Mileage reimbursement at federal rate;
- Ohio Public Employee Retirement System;
- Life Insurance;
- Employee assistance program.

Come and see why Summit County is a premiere child protection agency. We look forward to introducing you to our talented leadership team, supportive environment, and learning more about your passion for this work!

See the Complete Position Description, benefits package, and APPLY at:

<https://summitcountyoh.munisselfservice.com/ess/employmentopportunities/default.aspx>