

Crawford County Job and Family Services

*Income Maintenance*Workforce Development*Child Support Enforcement*Children Services*

JOB & FAMILY SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-562-0015
Fax 419-563-9797

CHILDREN SERVICES

224 Norton Way
Bucyrus, Ohio 44820
Tel 419-563-1570
Fax 419-562-0050

VACANT POSITION

CLERICAL SPECIALIST 3
SUPERVISOR: CSEA Supervisor
UNIT: Child Support

PCN: 19002.0
RANGE: 03
BASE: \$14.08

EQUAL OPPORTUNITY EMPLOYER

IF YOU ARE INTERESTED AND YOU MEET THE QUALIFICATIONS, AN APPLICATION, COVER LETTER AND RESUME MUST BE SUBMITTED DURING THE POSTING DATES LISTED BELOW.

CONTACT INFORMATION: ATTN: ANDREA TRUEX

Andrea.Trux@jfs.ohio.gov OR MAIL TO: CRAWFORD COUNTY JOB AND FAMILY SERVICES,
224 NORTON WAY, BUCYRUS, OH 44820.

POSTING DATES: 02/23/2021-03/08/2021

DUTIES

Prepares intermediate-level correspondence independently according to standard operating procedures and instructions including but not limited to, documents requiring the use and understanding of technical language (i.e. case files, court documents, paternity documents, service of process); prints payment histories for clients; Schedules clients for DNA testing. Completes and tracks service of process for DNA and support establishment hearings; Completes establishment orders and vital statistic notices to change birth certificates. Scans documents into imaging system using appropriate taxonomy. Greets clients and visitors to the Child Support Office, has them sign in, determines what they are there for, and directs them to proper staff when appropriate. Answers phone calls and transfers to appropriate staff person. Answers client questions by checking files or retrieving data from SETS. Takes messages when necessary. Provides assistance to visitors in agency Resource Room as to utilizing tools available to seek work. Assists clients in registering in the Client Web Portal. Provides additional clerical support as needed and prepares routine, repetitive, basic documents. Sends and receives outgoing and incoming mail for agency. Schedules appointments/hearings as directed. May create databases. Prepares documents for Court. Attends meeting and trainings.

MINIMUM QUALIFICATIONS

Twelve months experience as a Clerical Specialist 2, 10112. OR formal education in arithmetic that includes addition and subtraction and reading and writing common English vocabulary. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in word processing. In addition, applicants must have an additional twelve months previous clerical experience in a position similar to a Clerical Specialist 2, 10112. OR education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

UNUSUAL WORKING CONDITIONS/HAZARDS

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.