



Clerical Specialist 3 (FCS)

This is a full-time, classified, bargaining position. The employee's main duties will be to greet all customers at the lobby window and answer incoming calls for the division. The employee performs clerical functions including word processing, basic spreadsheets, data entry, letters, memos, filing, scanning, copying, updating computer files, maintains, tracks and orders FCS division office supplies.

Minimum Qualifications:

- High school diploma and/or GED.
- Coursework or one year experience in Microsoft Word and Excel

Preferred Qualifications:

- Must be detail oriented with strong organizational skills to perform duties of tracking and documenting program progress and inventory of supplies.
- Experience working independently as well as in a cooperative team environment.
- Experience providing direct service to a diverse customer base.
- Ability to communicate effectively, both orally and in writing, including experience in taking minutes, keyboarding and interacting with the public.
- Experience in adapting to new technology or computer programs.

What are we looking for?

- ✓ The ability to work in a fast-paced and pressured environment
- ✓ The ability to maintain accurate records
- ✓ The ability to multi-task
- ✓ The ability to remain calm and professional at all times

Benefits:

- Medical Insurance
- Dental Insurance
- Vision insurance
- Sick & Vacation leave
- 14 paid holidays
- Employee assistance program
- Retirement Plan
- Disability & Life insurance
- Tuition reimbursement



Pay: \$14.65/hr. + 3% increase after probation

To apply visit: <https://www.clarkcountyohio.gov/jobs.aspx>

Your County, Your Life, Your Impact

CCDJFS is an Equal Opportunity/ADA Compliance Employer, M/F V/H

CCDJFS does not discriminate on the basis age, ancestry, color, disability, ethnicity, familial/marital status, gender identity, genetic information, language, military/veteran status, national origin, pregnancy, race, religion, sex, sexual orientation, socio-economic status.

