

Data Entry Operator 2

Franklin County Children Services is seeking a highly motivated individual to work at our 4071 East Main Street location. This position will provide support to the Data Management Department by performing clerical-related duties while providing excellent customer service to agency clients. This position requires that the employee reports to different work locations and/or units based on workload as determined by their supervisor.

The job performs record checks; enters necessary data from source documents/electronic systems; reviews and processes case information and requests; reviews and processes court/legal documents and requests; monitors email boxes; files/scans/uploads documents into the case record/electronic system; and performs receptionist/phone functions. Performs clerical duties such as (but not limited to) processing cash equivalents, mail, faxes, copies, maintains department appearance, maintains all computerized/written logs; retrieves/processes fingerprints; and responds to inquiries and requests for information from staff, community professionals and the public.

Hours are Monday - Friday from 8:00 am to 5:00 pm

Advantages of Working at Franklin County Children Services:

- Health Care Benefits - Medical/Dental/Vision/RX/Mental Health/EAP
- Life Insurance Plans
- 10 Paid Holidays, 5 Personal Days and 2 Weeks' Vacation after your first year!
- We contribute 8.5% of your OPERS contribution
- Tuition Reimbursement
- College loan repayment and Perkins Loan Deferment/Pay-Off
- Longevity Pay/Length of Service Pay
- Opportunities for Advancement!

Qualifications:

- The preferred candidate will be a high school graduate with a minimum of one year of clerical experience or the equivalent and have a typing speed of 20 wpm.
- Basic knowledge of Microsoft Office; excellent verbal communication, problem-solving and customer service skills are required. Excellent organizational and writing skills; respect for cultural diversity and a demonstrated commitment to cultural sensitivity are expected.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>