

Position available at Guernsey County Children Services, Cambridge, Ohio

THIS IS A BARGAINING UNIT POSITION

POSITION TITLE: Clerical Specialist (Receptionist)

STARTING RANGE: \$12.59 – \$14.76 per hour based on experience

SELECTION PROCEDURE: A qualification review and structured interview process

POSITION REQUIREMENTS: Serves as receptionist: answers and directs incoming calls, recording messages or forwarding caller to voice mail, greets public, both professionals and agency clients. Completes typing assignments for the Executive Director, Deputy Director and Placement Team Personnel. Shares responsibility for file room and agency case record maintenance and the integrity of the case records and file room. Shares responsibility for filing documents in case records daily to avoid backlog of filing. Shares responsibility for incoming and outgoing mail processing. Completes discovery for court involved cases. Serves as RMS Coordinator for the agency. Complete data entry as required. Other various duties as assigned by the Business Director. Excellent oral and written communication skills; general knowledge of basic office practices and procedures.

**EDUCATION/
MINIMUM REQUIREMENTS:** Computer experience required; general knowledge of office equipment and machines. Must pass pre-employment drug and criminal background checks. Must have a high school diploma or equivalent.

APPLICATION PROCEDURE: All applicants must submit a resume, a letter of interest and any other documents that demonstrate applicable training and skills for this position to the Business Director by **Friday, September 4, 2020.**

All forms must be submitted to Dumitru R. "Raz" Sabaiduc, Guernsey County Children Services, 274 Highland Avenue, Cambridge, Ohio 43725 (email Dumitru.Sabaiduc@jfs.ohio.gov) (to be date stamped) within the posting time frame. Guernsey County Children Services is an Equal Opportunity Employer.