



Protecting Children by  
Strengthening Families

**Job Title: Data Entry Operator 2**

**Location: Columbus, Ohio**

**Job Type: Full-Time**

**Starting Salary: \$17.38/hr.**

### **Company Description**

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

### **Benefits of Working for us**

- Hiring Bonus up to \$1,500
- Low Premium Medical, Dental, & Vision
- OPERS (Ohio Public employment Retirement System)
- Life Insurance Coverage at no cost (up to 50,000)
- Tuition Reimbursement
- EAP Program
- Additional Raises over the next three years (based on continuous service)
- Generous personal, vacation, & sick time.

### **Role Description**

This is a full-time on-site role for a Data Entry Operator at Franklin County Children Services located in Columbus, OH. The Data Entry Operator will be responsible for accurately entering data into the agency's database, maintaining data integrity, and ensuring timely and accurate reporting. The Data Entry Operator will work closely with other team members to support the agency's mission and provide quality services to children and families in need.

### **Key Responsibilities**

- 90%** 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; quality assurance; files/scans/uploads documents into the case record/electronic system; maintenance of case records and document repositories (hardcopy/electronic/eye readable format).
- 5%** Attends training for professional development; attending supervisory, unit, department, and agency meetings and participates accordingly by providing suggestions or ideas that will aide towards timely and effective support services.
- 5%** Performs other related duties as assigned

## Qualifications

- High school diploma or equivalent
- Prior experience in accounting or financial management
- Strong knowledge of accounting principles and procedures
- Excellent attention to detail and accuracy
- Proficiency in Microsoft Office, especially Excel
- Ability to work well in a team and supervise others
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to handle sensitive and confidential information
- Experience working in a similar role in a public agency or nonprofit organization is preferred.

## Certification or Licensure

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- ***Travel can occasionally include out of state travel which may require airline travel.***

## American with Disabilities Specifications

**Work Environment** - Office environment

### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 25 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

## How to Apply

Please send applications and resumes to [fccshr@fcs.us](mailto:fccshr@fcs.us).

***For information on FCCS, including employee benefits and our company culture, visit our website at***

<https://externalfccsapps.fcs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

*All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*