

RICHLAND COUNTY CHILDREN SERVICES
731 Scholl Road Mansfield, OH 44907

Leading our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.



Job Posting: **SUPPORT 1 (FULL TIME POSITION)- This position is assigned to the RCCS Legal Department and reports to the Manager of Legal Services.**

Date Posted: Friday, February 12 through Friday, February 26, 2021
Internal candidates follow Agency procedure

Position: **SUPPORT 1**

Available: As determined by the Agency and successful candidate

Wage: \$13.01

PRIMARY JOB RESPONSIBILITIES:

- Provides administrative and clerical support to the RCCS Legal Department
- Provide courteous service to agency personnel, clients, visitors, and members of the public
- Maintain State and Agency confidentiality standards

MINIMUM QUALIFICATIONS:

- High school diploma; experience in legal or other office setting preferred
- Valid Ohio driver's license with an acceptable driving record
- Excellent written and verbal communication skills and computer proficiency

Work Hours: **Monday – Friday 8:00 AM to 4:30 PM** - This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

PLEASE SUBMIT THE FOLLOWING VIA EMAIL to RICHL_PCSA_HR@jfs.ohio.gov
or fax to HR Manager at: 419.774.4114

- **Resume**
- **Letter of Interest**
- **Required Employment Application** found at: **www.richlandcountychildrenservices.org**

RCCS is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.