



## Franklin County Children Services has a current vacancy for: **Secretary 1**

**Location:** Columbus, OH

**Job Type:** Full-Time; Non-Exempt; 40 hrs.

**Starting Salary:** \$15.53 per hour

### **Key Responsibilities:**

- Screens, research, quality assures and correct errors of agency work product/records
- Preps case information for agency meetings/reviews
- Maintains and monitors workload logs
- Processes inbound and outbound mail, faxes, and phone calls
- Data entry

### **Minimum Qualifications:**

- 48wpm typing
- 6 months experience in office setting

### **Preferred Qualifications:**

- High school graduate or equivalent; minimum of 2 yrs. clerical exp.; typing speed of 50 wpm.

## **How to Apply:**

**Please send your resume and cover letter to [fccshr@fcs.us](mailto:fccshr@fcs.us)**

For information on FCCS, including more information on employee benefits and our company culture, visit our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>.

*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.*