

NOTICE OF JOB OPPORTUNITY

The Shelby County Department of Job and Family Services is accepting resumes for the position of **Clerical Specialist 3** within the Administration team.

DUTIES: Primary duties of this position are:

- Performs receptionist duties such as greeting people who enter the building. Excellent Customer Service. Answer telephone calls, Scan items brought by consumers to be distributed to the worker, Print and distribute receipts for items brought to the agency
- Utilizes computer programs for the tracking and maintenance of information.
- Process incoming mail; Open, date stamp, scan and distribute mail
- Responsible for monthly and quarterly report distribution
- All other duties as assigned

MINIMUM QUALIFICATIONS:

1 year experience as a Clerical Specialist 2

-or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary along with Computer Skills-Excel, Word, Databases. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in word processing. In addition, applicants must have an additional twelve months previous clerical experience in a position similar to a Clerical Specialist 2. Customer Service experience a must
-or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

PAY: Base rate \$-11.10 per hour. Additional supplements may be available based on experience and education.

FRINGE BENEFITS INCLUDE:

- Work Hours: M,W,TH,F 7:30am- 4:00pm- Tuesday 7:30am-6:00pm
- Health insurance available
- Prescription drug card
- Paid sick leave if leave available
- Paid vacation (after 1 year of service) or after accumulated if applicant has prior countable service
- OPERS pickup
- Deferred compensation plans available

Interested individuals should submit a **resume** and **completed application** to: www.shelbycountyjfs.org

Or
Patricia Raymond-H.R./Support Administrator
Shelby County Department of Job and Family Services
227 South Ohio Avenue
Sidney, Ohio 45365

Applications accepted until position is filled.

Shelby County Department of Job and Family Services is an Equal Opportunity Employer