

FULL-TIME CLERICAL SPECIALIST II

Wayne County Children Services is looking for a highly motivated individual to join our support staff team. The successful applicant MUST be detail oriented, have the ability to multi-task, have excellent communication and organizational skills, and enjoy working behind the scenes to support our team.

Qualifications:

- High School Diploma or GED with course work in office practices and procedures, and one to three years relevant experience, or equivalent combination of education and experience required.

Skills & Abilities Needed:

- Develop and maintain good working relationships with supervisors and co-workers
- Maintain confidentiality
- Carry out instructions in written, oral or picture form
- Deal with problems involving several variables
- Communicate effectively in written and oral form
- Maintain accurate records
- Create and maintain files
- Sort items into categories according to established methods
- Skills in answering telephone, word processing, data entry, operating office machines, preparing meeting minutes, communicating with the public
- Must own, lease, or have immediate access to safe and reliable personal transportation to use for work related responsibilities
- Must pass a background check, BMV check and drug screen

Benefits include an hourly rate of \$10.15 to \$13.40, depending on experience; paid sick leave, vacation, personal time and holidays; flexible work schedule; OPERS; new fleet of cars for work related transportation; health, dental, prescription, optical and life insurance.

Application must accompany resume and may be downloaded from our website.

Mail, fax or email completed application & resume to Lisa Cygan, HR Director, Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691. Fax: 330-345-1282. Email: Lisa.Cygan@jfs.ohio.gov. Applications will be accepted until the position is filled. No phone calls please. EOE.

NOTE: Due to the volume of applications we receive, we are unable to take phone calls regarding this employment opportunity. Please be assured that your application and resume will be reviewed and we will contact you if we wish to set up an interview.