

FULL-TIME CLERICAL SPECIALIST II/RECEPTIONIST

Wayne County Children Services is looking for a highly motivated individual to join our support staff team. The successful applicant MUST be able to work in a fast-paced environment, and provide a great first impression both in person and over the phone.

Under general supervision, this position provides reception and general clerical support to agency staff. Our receptionist must be detail oriented, have the ability to multi-task, have great communication and organizational skills, be computer literate, and pass a background check, BMV check, and drug/alcohol screening.

Work hours are 8 a.m. to 4:30 p.m., Monday – Friday.

Qualifications:

High School Diploma or G.E.D. 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

Benefits include an hourly rate of \$10.15 to \$13.40, depending on experience; paid sick leave, vacation, personal time and holidays; OPERS; mileage reimbursement until we get our fleet of cars later this year; 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@ifs.ohio.gov. Deadline: 05/08/18. 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.