

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 when an agency vehicle is not available
- Must pass a background check, BMV check and drug screen

Benefits include an hourly rate of \$10.89 to \$15.25, depending on experience; paid sick leave, vacation, personal time and holidays; flexible work schedule; OPERS; fleet of cars for work related transportation; employee assistance program; 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.