

FULL-TIME CLERICAL SPECIALIST II

We've Increased Our Starting Wage!

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.

This position serves as the agency's receptionist. 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, and the evening of the 3rd Tuesday of each month.

Benefits include:

- Starting rate of \$15.54 per hour
- Paid sick leave, vacation (which can be taken as earned with no waiting period), personal time and 11 holidays
- Medical, dental, prescription, optical and life insurance, and a Wellness Program
- Ohio Public Employees Retirement System
- Employee Assistance Program
- Cell Phone Stipend
- Fabulous co-workers!

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 if an agency vehicle is not available

TO APPLY: Please visit our website (www.waynecsb.org) and complete and submit our employment application. EOE

If you have questions, please contact:

Lisa Cygan, Human Resources Director

Wayne County Children Services, 2534 Burbank Rd., Wooster, OH 44691

Call: 330-345-5340 Ext. 2331

Email: Lisa.Cygan@jfs.ohio.gov.