

JOB VACANCY

Job Title: Clerical Specialist 1
Salary: \$ 9.80 per hour
Job Type: Part-time position – 25 hours per week
Hours: Monday through Friday – 9:00 a.m. to 2:00 p.m.
Resumes/Applications Accepted: Until position is filled

Job Description:

Performs scanning tasks (e.g., correspondence, reports, records, documents, and other materials). Performs general clerical tasks such as copying and collating projects, mass mailings, various typing projects (e.g., transcribe confidential investigation Social Service tapes for court documentation), faxing, and provide back-up to switchboard and front desk receptionist. Responsible to drive (county vehicle or personal vehicle*) to Geauga County Office in Chardon to process agency's outgoing mail through the County mail machine, deliver mail to Post Office, make deposits at banks, pay-ins at County Treasurer's Office, and distribute interagency mail in Geauga County Office mail room.

*Mileage allowance reimbursement for use of personal vehicle.

Knowledge, Skills, Abilities:

Knowledge and skills in typing practices, (e.g., typing documents, transcribing information), typing, word processing, organization, filing practices and procedures; alphabet; collating and sorting materials; general office practices and procedures; operation of small office machinery (e.g., fax machine, copier, shredder, collator); photocopying documents; mail procedures.

Abilities to transcribe from tape recordings, file according to the alphabet; ability to use PC for data entry, sort and collate materials; work well with others; photocopy documents; fax documents; operate small office machinery.

Working Conditions:

The position requires activities such as bending, standing, as well as lifting and carrying items weighing up to 10 lbs.

Other Requirements:

Possess a valid Ohio driver's license, submit to a driver's license check and BCI/FBI background check.

Benefits:

For part-time employees, the Geauga County Job & Family Services offers benefits including paid vacation, sick leave, and personal days.

Send resume and application to:

Clerical Specialist
Gauga County Job & Family Services
12480 Ravenwood Drive
Chardon OH 44024
Fax: 440/286-6654
Email: jobs@geaugajfs.org