

JOB POSTING

Job Title: Clerical Specialist 2
Compensation: \$10.51 per hour
Job Type: Full-time position
8:00 a.m. to 4:30 p.m. Monday through Friday
Posted: December 10, 2015
Resumes accepted: Until filled

Job Description:

Prepares routine, repetitive, basic correspondence, copying projects, and word processing functions. Creates and develops forms (e.g., spreadsheets, databases, newsletters, etc.) according to specific detailed instructions. Transcribes confidential investigation Social Service tapes for court documentation. Schedules & conducts WebChecks for outside agencies. Processes case transfers. Maintains logs and reports. Filing/organization of correspondence, reports, records or other materials.

Provides additional clerical support within clerical team as needed according to Human Resource Officer 1 which includes, assisting with answering and directing phone calls from agency switchboard; greet people who enter the agency and determine purpose of visit. Assists w/scheduling emergency HEAP appointments (seasonal); operates various small office machinery.

Routinely drives to post office and county mail room to deliver outgoing postal mail to mailroom clerk and distribute and pick up interdepartmental mail. Assists with other errands such as to other county offices. Tracks postage usage. Make bank deposits and pay in deposits to County Treasurers Office. Assist as needed with fax distribution. Provides back up to electronic document scanning for Human Services and Child Support. Provides back up to Administrative Assistant to distribute incoming postal mail to the agency.

Assists with personnel functions: maintains applicant detail log, distributes applications to hiring managers, creates and forward 'no-thank you' letters. Conducts new hire WebChecks, updates Table of Organization, agency wide GroupWise addresses and employee phone list. Creates new staff mailboxes. Collates new hire packets, updates emergency drill folders.

Attends meetings & trainings as assigned and participates in projects to assist the agency's need.

Knowledge, Skills, Abilities:

Knowledge of administrative practices including confidentiality; typing practices; agency filing & records systems; office practices & procedures; agency services & referrals; agency forms; operate and maintain office equipment; mail procedures; typing and practices.

Skills in Microsoft Office: typing; word processing; organization; operating office equipment; transcribing; operating computer systems; oral communication; maintenance and repair of small office machinery

Ability to perform a full range of standard clerical assignment; copyng/scanning forms; complete forms & logs; proofread material; fill out or prepare correspondence; filing material numerically, alphabetically or chronologically; type & prepare basic documents; mail merge; create forms; resolve recurring, standard problems; give or exchange facts and routine information; answer routine questions/inquiries; complete forms; perform basic mathematical operations; read and record figures.

Other Requirements:

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

Benefits:

The Geauga County Job & Family Services offers excellent benefits including paid vacation, sick leave, personal days, and life insurance. Medical, dental, and prescription coverage also available.

Gauga County Job & Family Services

Attn: Clerical Specialist Position

12480 Ravenwood Drive

Chardon, Ohio 44024

Or e-mail: jobs@geaugajfs.org

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