
TECH-SAVVY CLERICAL SPECIALIST NEEDED

Employer: Geauga County Job and Family Services
Location: 12480 Ravenwood Drive; Chardon, OH 44024
Job title: Clerical Specialist 2
Position type: Full time, classified civil service
Compensation: \$10.51–\$11.35 hourly based on qualifications and experience
Hours of work: 8:00 a.m.–4:30 p.m. Monday through Friday

Summary: Geauga County Job and Family Services is seeking a tech-savvy individual to join our clerical team. He or she must be experienced in a customer service or professional office setting and come equipped with the skills to quickly learn new programs and procedures.

This position primarily acts as a backup to our receptionist and switchboard operator, and performs other entry-level tasks throughout the workday. Job duties include but are not limited to: utilizing databases to gather and store information; banking, court filing, and mailing; scheduling appointments; conducting fingerprint background checks; monitoring office supplies; and occasionally transcribing confidential recordings.

Punctuality is a must along with professional communication. The successful candidate is detail oriented, personable, and consistently respectful of diverse populations.

Requirements:

- › Demonstrated customer service or professional office experience including reception and switchboard
- › Proficient in common Microsoft Office applications: Outlook, Word, Excel, and PowerPoint
- › Valid driver's license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks

Benefits:

- › Friendly work culture with room to advance
- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year
- › No-cost life insurance coverage
- › Excellent rates on medical, dental, and prescription coverage available

How to apply: Applications received by February 10, 2017 will be given priority consideration. Send cover letter, résumé, and [GCJFS Application for Employment](#) to one of the following:

Email: jobs@geaugajfs.org

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: CS2 Position
P.O. Box 309
Chardon, OH 44024