
DEPENDABLE CLERICAL SPECIALIST NEEDED

Employer: Geauga County Job and Family Services
Location: 12480 Ravenwood Drive; Chardon, OH 44024

Job title: Clerical Specialist 3
Position type: Full time, classified civil service
Compensation: \$12.55-\$13.55 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 dependable 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 computer programs and procedures.

This position rotates coverage of the receptionist and switchboard operator functions, 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 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
- › Highly 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 (or waiver option) available

How to apply: Send cover letter, résumé, and [GCJFS Application for Employment](#) (from geaugajfs.org) to one of the following:

Email: jobs@geaugajfs.org

Fax: 440-286-6654

Mail: Geauga County JFS
Attn: CS3 Position
12480 Ravenwood Dr.
PO Box 309
Chardon, OH 44024