

RICHLAND COUNTY CHILDREN SERVICES



Job Posting: FULL TIME SUPPORT 3

Date Posted: Monday, July 9, 2018 through Tuesday, July 17, 2018
Internal candidates follow Agency procedure

Position: SUPPORT 3

Available: As determined by the Agency and successful candidate

Wage: \$12.31-\$16.69

PRIMARY JOB RESPONSIBILITIES:

- Administrative and clerical support
- Maintain, organize and copy forms necessary for the programming department
- Provide courteous service to agency clients, visitors, and members of the public
- Manage switchboard and reception area: respond to questions, direct calls and take messages
- Maintain State and Agency confidentiality standards

MINIMUM QUALIFICATIONS:

- High school diploma
- Valid Ohio driver's license with an acceptable driving record as defined by Agency policy and personal vehicle for daily job performance
- Excellent written and verbal communication skills
- Efficient with billing, SACWIS, Excel, data entry

Work Hours: Monday – Friday 8:00 AM to 4:30 PM

- Holidays, weekends, and on call as needed
- This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and in order to complete assigned duties.

Location: Richland County Children Services
731 Scholl Road
Mansfield, OH 44907

PLEASE SUBMIT THE FOLLOWING VIA EMAIL OR FAX:

1. **Letter of Interest**
2. **Employment Application (Required for consideration; available on Agency Website)**
3. **Resume to:**

Christopher W. Zuercher, Human Resources Manager
Richland County Children Services
731 Scholl Road
Mansfield, Ohio 44907
www.richlandcountychildrenservices.org
Phone: 419-774-4100
Fax: 419-774-4103
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