

RICHLAND COUNTY CHILDREN SERVICES



Job Posting: FULL TIME SUPPORT 1 – Assigned to Legal Department

Date Posted: Wednesday, November 28, 2018 through Friday, December 14, 2018
Internal candidates follow Agency procedure

Position: SUPPORT 1

Available: As determined by the Agency and successful candidate

Wage: \$12.31

PRIMARY JOB RESPONSIBILITIES:

- Administrative and clerical support within the legal department
- Create, maintain, organize and copy files and documents necessary for the legal department
- Provide courteous service to Agency staff, clients, visitors, and members of the public
- Maintain State and Agency confidentiality standards

MINIMUM QUALIFICATIONS:

- High school diploma
- Valid Ohio driver's license with an acceptable driving record
- Excellent written and verbal communication skills
- Proficient use of grammar, punctuation, spelling and legal terminology
- Ability to prioritize tasks and organize work to meet deadlines
- Proficient in Microsoft Outlook, Word, Excel and other computer-based technology
- Ohio Notary Public preferred

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 the Agency and 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
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Mansfield, Ohio 44907
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