

# **RICHLAND COUNTY CHILDREN SERVICES**

**731 Scholl Road Mansfield, OH 44907**

*Leading our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect.*



**Job Posting:**                **SUPPORT 1 (FULL TIME POSITION)-This position is assigned to the RCCS HR and MIS Departments and reports to the Human Resources Manager.**

**Date Posted:**                Monday, May 17, 2021- Monday, May 31, 2021  
Internal candidates follow Agency procedure

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**Position:**                    **SUPPORT 1**

**Available:**                As determined by the Agency and successful candidate

**Wage:**                        \$13.01

**PRIMARY JOB RESPONSIBILITIES:**

- Provides administrative and clerical support to RCCS HR and MIS Departments
- Maintains, organizes and copies forms as necessary
- Provide courteous service to agency clients, visitors, and members of the public
- Manage switchboard and reception area while providing coverage at the front desk: respond to questions, direct calls and take messages
- Assist with basic troubleshooting of agency computer issues
- 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 and computer proficiency
- Detail oriented

**Work Hours:**    **Monday – Friday 8:00 AM to 4:30 PM** - This position may be required to work beyond standard Agency office hours as necessary to meet the needs of Agency clients and to complete assigned duties.

**PLEASE SUBMIT THE FOLLOWING VIA EMAIL to [RICHL\\_PCSA\\_HR@jfs.ohio.gov](mailto:RICHL_PCSA_HR@jfs.ohio.gov)**

**or fax to HR Manager at: 419.774.4103**

- **Resume**
- **Letter of Interest**
- **Required Employment Application** found at: [www.richlandcountychildrenservices.org](http://www.richlandcountychildrenservices.org)

*RCCS is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.*