



Stacy Cox, MSW
Director

CHAMPAIGN COUNTY

DEPARTMENT OF JOB & FAMILY SERVICES

NOTICE OF JOB OPPORTUNITY

Clerical Specialist 3 – Receptionist/General Clerical Support

The Champaign County Department of Job and Family Services is accepting resumes for the position of **Clerical Specialist 3** with the Administrative Team. The Administrative Team is looking for an individual with exceptional customer service skills that works well in a fast-paced environment. Additional duties for this position include providing general clerical support to the Administration Department and Program areas as needed/assigned.

MINIMUM QUALIFICATIONS:

Strong written and verbal communication skills. Knowledge of Microsoft programs (Word, Excel, PowerPoint, Outlook, TEAMS, and SharePoint). Exceptional customer service skills and ability to respectfully respond to customer frustrations. Ability to work concurrently on multiple tasks/projects. Must be adaptable and willing to work in a team environment.

PAY RANGE: \$34,382.40 - \$45,281.60 annually based on experience.

DUTIES:

Primary duties of this position include greeting and assisting agency visitors with accessing agency services. Screening and scheduling applications for public assistance programs. Providing general clerical support to various program areas, as needed/assigned.

FRINGE BENEFITS INCLUDE:

- Flexible work hours offered, depending on agency needs
- Medical, dental, vision, and life insurance available
- Employee, spouse, and family health insurance paid at 80%
- Employee paid dental, vision, and life insurance
- Employee Assistance Program provided to employees and their households
- Wellness Program for employees and spouses enrolled in a medical insurance plan
- Paid sick leave, if earned leave is available
- Paid vacation after 1 year of service or with 1 year of prior countable service
- Ohio Public Employees Retirement System (OPERS)
- Deferred Compensation Plans available

Qualified applicants should submit their cover letter and resume to:

Human Resources
champ_careers@jfs.ohio.gov
937-484-1500 ext. 2747

This position will remain open until filled
Champaign County is an Equal Opportunity Employer