



Hancock County Job & Family Services

P.O. Box 270
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Findlay, Ohio 45839
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Randall L. Galbraith, Esq, Director

ABOUT US

Hancock County Job and Family Services provides our clients with help for today and hope for tomorrow. We strive to develop the means to assist the citizens of Hancock County to achieve their maximum level of self-sufficiency.

BENEFITS

- Paid Holidays
- Immediate Sick Leave Accrual
- Flexible Schedule Based on Student's Class Schedule
- Career and Resume Building Opportunity
- Access to County Vehicles for Work Purposes
- Retirement Plan with Ohio Public Employees Retirement System
- Discounts at Select Local Businesses
- Student Loan Forgiveness if Transitioned to Full-Time

POSTING PERIOD

4/29/2024 - 5/10/2024 or until filled

JOB DUTIES

- Front Desk Coverage
- Answer Phones
- Sort and Scan Agency Mail
- Reconcile Invoices
- Coordinate Transportation Between Clients and Contractors
- Create Positive Interactions Between Clients and the Agency

WAGE

- Starting at \$10.45/hour

MINIMUM QUALIFICATIONS

- Must be a full-time college student

HOW TO APPLY

- Apply on Indeed, submit a resume by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at chelsea.wentling@jfs.ohio.gov

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.