

NOTICE OF VACANT POSITION

Address all inquiries to: **HR Officer / Hancock County Job & Family Service**
P O Box 270, 7814 Co. Rd. 140
Findlay, Ohio 45839

Post Date: June 27, 2023
Base Pay: \$15.46

End Date: July 14, 2023 or until filled
Work Unit: Child Support Enforcement

Working Title of Position: **Child Support Clerical Specialist**

This is a full-time position. Core agency hours are Monday - Friday, 8:00 a.m. to 4:30 p.m. Flexible schedule may be an option.

JOB DUTIES:

Recruiting a motivated individual to manage legal and court documents related to child support and paternity cases. Position includes scanning all entries received from the court, distributing those entries to the appropriate parties, and researching all newly referred cases to ensure all relevant information and documentation is obtained. Because the research gathered by this person will be used to create case files for attorneys, strong organizational skills, proof reading, and attention to detail is a must.

This individual will possess excellent oral and written communication skills in order to prepare correspondence relating to the Child Support Agency and other relevant parties, such as staff attorneys and the court. Time management will prove to be a strength for this individual in order to meet strict deadlines, coordinate court hearings, and prepare court hearing lists for attorneys on a weekly basis.

Additional tasks may be requested of this individual, such as other clerical duties, acting as a liaison, notarizing legal documents, and other needed activities.

This is a great position for candidates entering or re-entering the workforce, who enjoys a fast-paced environment. We offer a competitive benefit package and retirement plan.

Find out more by reviewing the posting on our website, <https://co.hancock.oh.us>, under jobs.

Those interested may submit a resume by mail, in person or by email. Emails can be addressed to Chelsea Wentling at chelsea.wentling@jfs.ohio.gov

MINIMUM QUALIFICATIONS:

- Twelve months experience as a Clerical Specialist 3, 10113.
- Or completion of two years of technical training in office administration/secretarial science.
- Or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in word processing. In addition, applicants must have an additional twelve months previous clerical experience in a position similar to a Clerical Specialist 3, 10113.

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.