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## DEPENDABLE CLERICAL SPECIALIST NEEDED

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**Employer:** Geauga County Job and Family Services  
**Location:** 12480 Ravenwood Drive; Chardon, OH 44024

**Job title:** Clerical Specialist 2  
**Position type:** Full time, classified civil service  
**Compensation:** \$11.05–\$11.93 hourly based on qualifications and experience  
**Hours of work:** 8:00 a.m.–4:30 p.m. Monday through Friday

**Summary:** Geauga County Job and Family Services is seeking a dependable individual to join our clerical team. He or she must be experienced in a customer service or professional office setting and come equipped with the skills to quickly learn new computer programs and procedures.

This position primarily acts as a backup to our receptionist and switchboard operator, and performs other entry-level tasks throughout the workday. Job duties include but are not limited to: utilizing databases to gather and store information; banking, court filing, and mailing; scheduling appointments; conducting fingerprint background checks; monitoring office supplies; and transcribing confidential recordings.

Punctuality is a must along with professional communication. The successful candidate is detail oriented, personable, and consistently respectful of diverse populations.

**Requirements:**

- › Demonstrated customer service or professional office experience including reception and switchboard
- › Proficient in common Microsoft Office applications: Outlook, Word, Excel, and PowerPoint
- › Valid driver's license, proof of insurance, and good driving record
- › Ability to pass pre-employment drug screening and FBI/BCI&I background checks

**Benefits:**

- › Friendly work culture with room to advance
- › Paid vacation, sick leave, and personal days
- › 10 paid holidays per calendar year
- › No-cost life insurance coverage
- › Excellent rates on medical, dental, and prescription coverage available

**How to apply:** Applications received by July 16, 2018 will be given priority consideration. Send cover letter, résumé, and [GCJFS Application for Employment](#) (from [geaugajfs.org](http://geaugajfs.org)) to one of the following:

*Email:* [jobs@geaugajfs.org](mailto:jobs@geaugajfs.org)

*Fax:* 440-286-6654

*Mail:* Geauga County JFS  
Attn: CS2 Position  
12480 Ravenwood Dr.  
PO Box 309  
Chardon, OH 44024