



Clerical

Department: Clinton County Job and Family Services- Clerical

Reports to: Clerical Supervisor

Employment Status: Full-Time Classification: Classified (Non-Exempt)

Schedule: Mon–Fri, 7:30 a.m.–4:30 p.m.

Starting Pay: \$16.28

Probationary Period: 365 days

About the Role

We're seeking a detail-oriented and dependable **Clerical Support Specialist** to join our team. In this vital role, you'll provide administrative support across multiple program areas—including Family Services, Child Support, Child Protection, and OhioMeansJobs—ensuring smooth operations and excellent customer service.

What You'll Do

- Serve as the first point of contact by answering multi-line phones, directing calls, taking messages, and greeting visitors.
- Manage incoming and outgoing mail: open, sort, date-stamp, scan, distribute, and prepare for delivery.
- Process returned mail and prepare documents for storage in accordance with record retention policies.
- Maintain logs, calendars, schedules, and informational packets.
- Assist staff in locating and completing forms and resources.
- Respond to routine inquiries, provide accurate information, and assist with referrals and form completion.
- Navigate and utilize systems such as EDMS, SETS, SACWIS, OBWP, and Microsoft Office tools.
- Handle and balance cash payments received.
- Receive, verify, and process agency documents including applications, vouchers, invoices, and court documents.
- Draft and format correspondence, perform data entry, and maintain spreadsheets and mailing lists.
- Support community outreach and education efforts.
- Operate and maintain office equipment (phones, copiers, scanners, postage meters, etc.).
- Participate in relevant trainings and meetings.
- Perform other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Valid Ohio Driver's License, liability insurance, and reliable transportation.

- Ability to complete all essential job duties.
- Regular, predictable attendance and adherence to agency policies.
- Must pass all required background checks and screenings, including:
 - BCI & FBI background checks
 - SACWIS and Central Registry checks (for all states lived in within the past 5 years)
 - National Sex Offender Registry
 - Bureau of Motor Vehicles check
 - Pre-employment drug screening

Physical Requirements

- Primarily sedentary work with occasional lifting or carrying supplies up to 30 pounds.

★ Preferred Qualifications

- Prior experience in clerical or office administration.
- Strong computer skills, especially in Microsoft Word, Outlook, and Excel.
- Excellent written communication and attention to detail.
- Ability to multitask and support multiple programs simultaneously.
- Strong organizational and time management skills.
- Comfortable working with diverse populations.
- Familiarity with office equipment and general office procedures.

What We Offer

- Comprehensive benefits (medical, dental, vision, retirement)
- Paid time off & holidays
- Paid training and professional development opportunities
- A supportive team committed to making a difference



How to Apply

Send a **cover letter, resume, and 3 professional references** to:
Brittany.Redman@ifs.ohio.gov or apply on Indeed.com

Clinton County is an **Equal Opportunity Employer**.

Note: This description is not all-inclusive and may change as needed.