



# 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:** \$16.85

**Probationary Period:** 365 days

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## 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.

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## 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
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## Physical Requirements

- Primarily sedentary work with occasional lifting or carrying supplies up to 30 pounds.
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## 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.
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## 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@jfs.ohio.gov](mailto:Brittany.Redman@jfs.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.*