

Clerical Support

Full time position. General front desk/reception duties, directing calls received at the switchboard, processing daily mail, scanning, maintaining and updating files. Other duties to be described during the interview process. Applicant must have these minimum qualifications: ability to use word processing and spreadsheet applications, ability to calculate fractions, decimals and percentages, read and write common vocabulary, plus three months experience in office practices and procedures or equivalent.

A valid driver's license with acceptable driving record is required. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links> EOE.

Starting pay is \$12.52/hour

Send Applications/Resumes to:

Mail to:

Child Support/Children Services Position
2511 Countryside Dr.
Suite A
Fremont, OH 43420

Fax to: 419-552-3221

Email to: taylorann.steinmetz@jfs.ohio.gov

No Phone Calls