



NOTICE OF VACANCY STARK COUNTY JOB AND FAMILY SERVICES

Unit Support Worker 1-Children Services

SUMMARY

Provides clerical support and receptionist duties for the agency.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES *(The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)*

Scans documents (current and historical). Covers for receptionist at the front desk/lobby and mailroom. Assists customers, evaluates and processes needs for assistance, and provides support. Confirms appointments and notifies department of arrivals. Completes fingerprinting for foster parents, caregivers, potential staff, interns and others as requested. Maintains inventory. Schedules meetings and maintains schedule of conference rooms. Assists with data entry functions. Maintain daily logs. Assists with pulling shelving case files. Completes clerical duties (filing, phone calls, copying, etc.). Scans and distributes faxes. Distributes mail. Process subpoenas for records. Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential function satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE:

High School Diploma or equivalent required. Previous clerical experience preferred.

CERTIFICATES OR LICENSES:

Valid Driver's License.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Ability to use, enter and retrieve data. Capacity to operate a computer and perform basic word processing type tasks (i.e., graphics, basic spreadsheets). Ability to type 25 wpm. *The following are examples only of office equipment routinely used and are not intended to be all inclusive:* Computer, printer, typewriter, copy machine, fax machine, telephone, postage meter, scanner and other general office equipment.

To apply, please access the agency's website at www.starkjfs.org. An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume. We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

PHONE CALLS WILL NOT BE ACCEPTED