

ABOUT US

Hancock County Job and Family Services provides our clients with help for today and hope for tomorrow.

BENEFITS

- 12+ Paid Holidays
- Immediate Vacation and Sick Leave Accrual
- Medical, Dental, Vision, and Prescription Coverage
- Access to County Vehicles for Work Purposes
- Deferred Compensation Plan
- Retirement Plan with Ohio Public Employees Retirement System
- Discounts at Select Local Businesses
- Student Loan Forgiveness

JOB DUTIES

- Primary Receptionist for the Agency
- Greet and Direct Customers Based on their Needs
- Provide Applications and Forms to Customers
- Inform Customers of Documents Required Based on their Needs
- Collect Documentation from Customers and Distribute to Appropriate Department
- Scan, Copy, and File Documents
- Assist with Mail at the Agency
- Respond to General Inquiries

WAGE

- Starting at \$15.31/hour

MINIMUM QUALIFICATIONS

Twelve months experience as a Unit Support Worker 1 and a valid driver's license.

-OR formal education in arithmetic that includes addition and subtraction, and reading and speaking common English vocabulary, one course or six months experience in typing, keyboarding or word processing, and a valid driver's license. Also requires an additional twelve months experience in typing, keyboarding or word processing and working in an office environment handling in-person and/or telephone contacts with clients, customers and/or general public.

-OR education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

HOW TO APPLY

- Apply on Indeed, submit a resume by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at chelsea.wentling@jfs.ohio.gov

All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, ancestry, sexual orientation, veteran status, disability or age.