

## NOTICE OF VACANT POSITION

**Address all inquiries to:** HR Officer/ Hancock County Job and Family Services  
P O Box 270, 7814 Co. Rd. 140  
Findlay, Ohio 45839

**Post Date:** September 25, 2023

**End Date:** October 25, 2023 or until filled

**Base Pay:** \$10.00

**Work Unit:** Administration

**Working Title of Position:** Student Clerical Assistant – Part-Time

**Regular Schedule:** Flexible

### **JOB DUTIES:**

Seeking an ambitious student to assist with clerical duties, scheduling appointments, and reconciling invoices. The ideal candidate will exhibit a caring and friendly attitude toward the public as they will interact with clients while covering receptionist tasks. This is a part-time position, and we will happily work around your class schedule.

This is a great step toward building a career and may provide the opportunity to transition into a full-time position. Come join our team to be a part of an exciting and diverse atmosphere.

Those interested may submit a resume on our website at [co.hancock.oh.us](http://co.hancock.oh.us) under jobs, by mail, in person, or by email. Emails can be addressed to Chelsea Wentling at [chelsea.wentling@jfs.ohio.gov](mailto:chelsea.wentling@jfs.ohio.gov).

### **Benefits:**

- Flexible Schedule
- Paid Time Off
- Career and Resume Building

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.