

## **ABOUT US**

Hancock County Job and Family Services provides our clients with help for today and hope for tomorrow. We strive to develop the means to assist the citizens of Hancock County to achieve their maximum level of self-sufficiency.

## **BENEFITS**

- Paid Holidays
- Immediate Sick Leave Accrual
- Flexible Schedule
- Career and Resume Building Opportunity
- Access to County Vehicles for Work Purposes
- Retirement Plan with Ohio Public Employees Retirement System
- Discounts at Select Local Businesses
- Student Loan Forgiveness if Transitioned to Full-Time

## **JOB DUTIES**

- Clerical Duties
- Data Entry
- Scheduling Appointments
- Reconciling Invoices
- Creating Positive Interactions Between Clients and the Agency

## **WAGE**

- Starting at \$10.10/hour

## **MINIMUM QUALIFICATIONS**

- Must be a full-time student

## **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](mailto: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.