

WE'RE HIRING



MCJFS

JOIN OUR TEAM

Muskingum County Job & Family Services

Human Services ✕ Child Support ✕ Ohio Means Jobs

JOB POSITION

CLERICAL SPECIALIST 3

Here are a few good reasons why YOU should join our team!

- Competitive Wages
- Vacation Leave
 - 3.1 hours per pay period = 2 weeks earned per year.
 - Vacation is available to use after completing 6 months of employment.
- Sick Leave
 - 4.6 hours per pay period = 15 days earned per year. Eligible on hire date.
- Personal Leave
 - 24 hours per year (pro-rated by date of hire). Eligible on hire date.
- 13+ Paid holidays per year
- Ohio Public Employees Retirement System:
Employer contributes 14% of wages
- Muskingum County provides a \$25,000 employer paid Group Term Life Insurance policy.
- Medical Insurance / Dental Insurance / Vision Insurance: Coverage becomes effective the first day of the month following 30 days of active employment.
- Don't have to work nights or weekends!

In addition to the benefits above, MCJFS also offers the following:

- Flex Time Policy
- Sick Leave Conversion
- Tuition Reimbursement
- Degree Bonus
- Deferred Compensation Plans

**Looking for more than just a job?
Begin your career with us.**

For more information, visit our website!
www.muskingumcountyjfs.com

Submit your resume to:
muskingum.hr@jfs.ohio.gov



**HUMAN SERVICES • CHILD SUPPORT
OHIO MEANS JOBS**

Daniel B. Brenneman
Director

445 Woodlawn Avenue/P.O. Box 100
Zanesville, OH 43702-0100

Phone (740) 454-0161 • Fax (740) 454-0067
(800) 242-0029

www.muskingumcountyjfs.com

POSITION OPPORTUNITY

CLASSIFICATION: **CLERICAL SPECIALIST 3**
 CLASS NUMBER: 10113CHS
 BASE SALARY: \$ 17.60 per hour
 PAY RANGE: 4
 DIVISION: CHILD SUPPORT
 JOB LOCATION: 1830 East Pike, Zanesville, Ohio 43701
 HOURS OF WORK: Flexible between 7:00 am to 5:00 pm; M thru F

EFFECTIVE: Immediately

Apply by: Mail: Human Resources Manager
 Muskingum County Job and Family Services
 or 445 Woodlawn Ave./P.O. Box 100
 Zanesville, Ohio 43702-0100
 E-mail: Muskingum.HR@jfs.ohio.gov

Date Posted: **May 6, 2024** Deadline to Apply: **May 10, 2024**

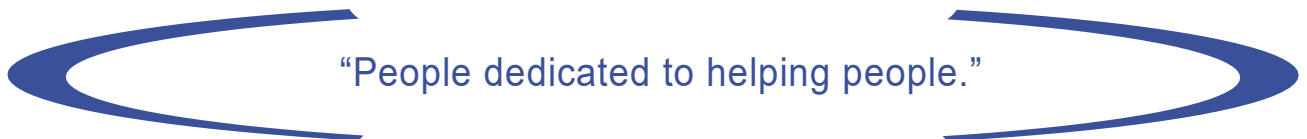
- Cover Letter & Resume are required.
- Insufficient documentation may disqualify candidate from applicant pool.
- Must be able to pass a drug test, physical and criminal background investigation.

Type of Position

Exempt Classified Permanent Part Time
 Bargaining Unit Unclassified Full-Time Intermittent

INTERNAL / EXTERNAL POSTING

Muskingum County Job & Family Services is an Equal Opportunity Employer.



JOB DUTIES:

Provides customer service on behalf of the agency; meets directly with the public and/or answers telephone inquiries; Research and responds to basic, general case status questions related to: paternity, enforcement, establishment, medical issues, payment issuance, payment receipt, and administrative/court hearing dates, time and location inquiries; provides information on available services; instructs customers of items needed to be sent to agency (i.e., address, phone number, employment and driver's license number); forwards calls or information to appropriate staff members as necessary; prepare and provide appropriate documents in response to customer requests: make entries into SFRC; Researches and tracks the status of various activities in the case via CRIS-E/SETS electronic and/or hard copy records, in order to answer questions; enters pertinent case information into running record: follow up on customer requests by looking into payment irregularities, resolving case issues if possible (i.e., researches payment receipt by income provider, delinquency lists, etc.); obtains and redirects pertinent case information requiring further action to other CSEA staff members as necessary (i.e., information that necessitates income withholding being issued, non-compliance with income withholdings, etc.). Maintain proxy box. Post payments to Smart Image Viewer (SIV).

Performs cashier duties including, takes payments, answers customer questions (i.e., figures amount customer needs to pay by the week, bi-weekly, monthly including administrative fee amount) balances cash drawer, and issues receipts; logs court entries daily (i.e., maintains a log of all entries received by name, court number, and date received); assists in answering the telephone, directing calls and/or taking messages; opens mail and disseminate to proper staff; types new labels and sets up case files for all new cases. Relieves other workers when necessary. Process mail daily to prepare for post office delivery.

Attends meetings, conferences, workshops, and other training sessions as necessary. Performs other duties and/or special projects as assigned.

Minimum Qualifications:

Twelve months experience as a Clerical Specialist 2, 10112.

Or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in word processing. In addition, applicants must have an additional twelve months previous clerical experience in a position similar to a Clerical Specialist 2, 10112.

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