



Muskingum County Adult and Child Protective Services



Avondale Youth Center



CHILD WELFARE LEAGUE
OF AMERICA
MEMBER AGENCY

Candace Emmert, Executive Director

POSITION POSTING

Job Classification: Payroll Clerk/Secretary

Salary: Commensurate with longevity and agency experience

Muskingum County Adult and Child Protective Services announces the immediate opening for a Payroll Clerk/Secretary to be located at the downtown office, and to be supervised by the Business Director. The appropriate and highly desired candidate shall demonstrate a high degree of mission adherence. The candidate shall be responsible for payroll duties which includes work in the BS&A system, understanding basic accounting concepts and the Excel program. This position will act as a back-up to the front desk receptionist; electronically scan documents; type letters, memos, SAR letters, etc. When needed the position will need to perform tasks in Word, complete templates, input and information retrieval of the State Automated Child Welfare Information System (SACWIS), and handle various administrative duties. The position will also assist in preparing, organizing, and facilitating the annual Adopt-A-Child program.

The desired candidate must be willing to perform other duties as assigned.
The applicant must possess a valid driver's license.
Must pass all relevant criminal/civil background checks.

Muskingum County Adult and Child Protective Services is an EOE/ADA compliant organization.

Please submit a resume by Tuesday January 19, 2021 no later than 3:00 p.m. to:

Melissa Wood, HR/PIO
Muskingum County Adult and Child Protective Services
P. O. Box 157
Zanesville, Ohio 43702-0157
Melissa.Wood@jfs.ohio.gov

