

## **Crawford County Job and Family Services**

*Income Maintenance\*Workforce Development\*Child Support Enforcement\*Children Services*

### **JOB & FAMILY SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-562-0015  
Fax 419-563-9797



### **CHILDREN SERVICES**

224 Norton Way  
Bucyrus, Ohio 44820  
Tel 419-563-1570  
Fax 419-562-0050

\*\*\*EQUAL OPPORTUNITY EMPLOYER\*\*\*

## **VACANT POSITION**

**Clerical Specialist 3**

**Base pay rate: \$15.58 per hour**

*See attached Position Description*

If you are interested and you meet the qualifications, an application, cover letter and resume  
MUST be submitted during the posting dates listed below.

**POSTING DATES: September 2, 2022- September 19, 2022 at 4:00 P.M.**

### **MINIMUM QUALIFICATIONS**

Twelve months experience as a Clerical Specialist 2.

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 month's previous clerical experience in a position similar to a Clerical Specialist 2.

**Submit application and resume with cover letter to the attention of:**

**Julie Shay**

**Email: [Julie.Shay2@jfs.ohio.gov](mailto:Julie.Shay2@jfs.ohio.gov)**

**Regular mail: Crawford County Job & Family Services**

**224 Norton Way**

**Bucyrus, OH 44820**

**OR online at [www.Crawfordcountyjfs.org](http://www.Crawfordcountyjfs.org)**

# Crawford County Department of Job & Family Services

## POSITION DESCRIPTION

<b>Title: Clerical Specialist 3</b>		<b>Immediate Supervisor: Case Mgr/Inv Supervisor 1</b>	
<b>Normal Working Hours: Between 7:30 a.m.-4:00 p.m. (Mon. - Fri.)</b>			
<b>PCN: 19002.0</b>		<b>Class #: 20113</b>	
<input checked="" type="checkbox"/> <b>Classified</b>	<b>Overtime Eligible:</b> <input checked="" type="checkbox"/> <b>Eligible</b> <input type="checkbox"/> <b>Exempt</b>	<b>Permanent</b>	<input checked="" type="checkbox"/>
<input type="checkbox"/> <b>Unclassified</b>		<b>Temporary</b>	<input type="checkbox"/>
		<b>Intermittent</b>	<input type="checkbox"/>
<b>If FLSA exempt, exemption type:</b> <input style="width: 200px; height: 15px;" type="text"/>			

### Job Duties in order of Importance

45%	Prepares intermediate-level correspondence independently according to standard operating procedures and instructions including but not limited to, documents requiring the use and understanding of technical language (i.e. case files, court documents, paternity documents, service of process); Prints payment histories for clients; Schedules clients for DNA testing; Completes and tracks service of process for DNA and support establishment hearings; Completes establishment orders and vital statistic notices to change birth certificates; Scans documents into imaging system using appropriate taxonomy; Completes lab invoices.
25%	Greets clients and visitors to the Child Support Office, has them sign in, determines what they are there for, and directs them to proper staff when appropriate; Answers phone calls and transfers to appropriate staff person; Answers client questions by checking files or retrieving data from SETS; Takes messages when necessary; Provides assistance to visitors in agency Resource Room as to utilizing tools available to seek work; Assists clients in registering in the Client Web Portal.
25%	Provides additional clerical support as needed and prepares routine, repetitive, basic documents; Sends and receives outgoing and incoming mail for agency; Schedules appointments/hearings as directed; May create databases; Prepares documents for Court.
5%	Attends meetings and trainings.
An essential function of this position is regular and predictable attendance.	

List Position Numbers and Class Titles of positions supervised. If more than eight, list titles only.	<table style="width: 100%; border: none;"> <tr> <td style="border-top: 1px solid black; width: 60%;"></td> <td style="border-top: 1px solid black; width: 40%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Director's Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Employee's Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>			Director's Signature	Date	Employee's Signature	Date
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**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

**Title: Clerical Specialist 3**

**UNUSUAL WORKING CONDITIONS / HAZARDS**

The incumbent has almost no responsibility for the safety of others. Errors will not normally result in injury to others. Additionally, the position involves very limited probability of any injury, but minor risks related to injuries involving an office setting, such as tripping and falling, do exist.