



*Ashland  
County  
Department of Job  
& Family Services*

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## **FULL-TIME JOB OPPORTUNITY**

**Position:** Clerical Specialist 2

**Full time:** \$15.84 - \$19.01 - based on experience (and longevity)

**Division:** Child Support Enforcement Agency

Ashland County DJFS is seeking highly motivated, compassionate, and dedicated individuals to join our team.

**Primary Duties** (non-exclusive): Prepares and handles agency correspondence; performs word processing functions; maintains files and organization of file room; answers telephone calls and responds to general inquiries regarding Agency programs, purpose and procedures; greets and assists people who enter Agency and determines purpose of visit; accepts, verifies and receipts in all agency payments including child support, spend down and overpayments; provides additional clerical support; other duties as assigned.

**Qualifications:** (1) High School or equivalent (preferred); Microsoft Office: 1 year (preferred) (2) switchboard operation (3) A valid Ohio driver's license (4) All positions are subject to employment verification, criminal background check, fingerprinting, alcohol and drug screening, motor vehicle report check, SACWIS AP search, and approval by the Ashland County Commissioners.

### **WHY WORK FOR ACDJFS?**

- **Health Care Benefits**
- **Flexible Scheduling**

**• Generous Leave** - personal leave available for immediate use; compensatory time; vacation time; sick leave incentive program allowing accrual of additional leave or pay every 90 days.

- **Longevity Pay Increases**
- **OPERS**

**• Positive and Supportive Environment**

**How to Apply:** Interested candidates should submit: (1) a cover letter (2) a resume (3) a list with three professional references (4) and a completed civil service application to Linda Allton via email: Linda.Allton@jfs.ohio.gov or by mail at: 15 West Fourth St., Ashland, OH 44805.