

# Summit County Children Services

## POSITION DESCRIPTION

<b>Job Title</b>	Clerical Specialist
<b>Bargaining Unit</b>	CWA, Local #4546, AFL-CIO
<b>Department/Division</b>	Children Services
<b>Full Time/Part Time</b>	Full Time
<b>Salary</b>	\$17.50
<b>Work Schedule</b>	Monday – Friday, various shifts available
<b>Job Description</b>	<p>Reporting directly to the Administrative Assistant/Clerical Services Supervisor, the Clerical Specialist provides technical and administrative support in a one-on-one working relationship assuring that each assigned unit/department runs smoothly and in a consistent fashion.</p> <p>The Clerical Specialist is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that respects and preserves the dignity of all. The Clerical Specialist commits to adhere to SCCS' mission, vision and values at all times.</p>
<b>Qualifications</b>	<p>To perform this job successfully, an individual must have demonstrated knowledge in all Microsoft Office products including, but not limited to Word, Excel, PowerPoint and Access, as well as Publisher; demonstrated knowledge of audiovisual equipment as it pertains to the training environment.</p> <p>Required to possess exceptional organizational skills with a demonstrated attention to detail, proofing skills and data preparation skills. Proficiency in typing thirty-five (35) wpm required with knowledge of office machines, including, but not limited to, copier, printer, voice mail phone system, and facsimile machines.</p>
<b>Education and/or</b>	
<b>Experience</b>	<p>High School Diploma or GED required; Associated Degree in Business or Social Services related field preferred.</p> <p>Two years of office/administrative experience required; One year of experience working in a child welfare or social services agency preferred.</p>

**APPLY on our county website:**

<https://jobs.summitoh.net/postings/27390>