

Richland County Job Posting

JOB POSTING
August 29, 2022

DEPARTMENT: Richland County CSEA

POSITION: Full Time Clerical Specialist II

HOURS: Monday – Friday 7:30 a.m. – 4:00 p.m.

APPLICATION DEADLINE: September 16, 2022 at 4:00 p.m.

Position Description: Clerical Specialist II – Duties include preparing and routing correspondence; performing clerical duties; answering the phone and scanning documents.

Minimum requirements: Completion of secondary education or equivalent; Two (2) or more years of related work experience and/or training which provides the required knowledge, skills, and abilities. In addition, must have excellent communication and organization skills.

Preferred Qualifications: Associates degree in a related field.

Salary & Benefits: \$15.00 per hour (\$31,200.00 annually), Ohio Public Employees Retirement System; Excellent health insurance; Generous leave package including 14 paid holidays, paid sick leave, 24 hours of personal leave annually and paid vacation after the first year of employment.

Application MUST be submitted for consideration.
Resume may be submitted in addition to – but not in place of – application.
Applications may be obtained from and submitted to:

Richland County Commissioners
50 Park Avenue East
Mansfield, OH 44902
419-774-5550

Or

Applicants may apply online at
www.richlandcountyoh.gov/jobs

Application Deadline: All applications must be submitted to the Richland County Commissioners at the above address or online at the above link **by 4:00 p.m., Friday September 16, 2022.**

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise managed in a fair equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability, or other non-job-related criteria.