

## RICHLAND COUNTY JOB POSTING

<b>Posting Date</b>	February 6, 2026
<b>Position</b>	Unit Support Worker 2
<b>Department</b>	Job & Family Services
<b>Application Deadline</b>	4:00 PM, Friday, February 20, 2026

### **Position Description:**

Richland County Job & Family Services seeks full-time Unit Support Worker 2 positions. Positions are available in public assistance.

In a Call Center environment, responsibilities include assisting client services personnel in all units/departments; greeting, assisting, and screening public assistance applicants; and performing general data entry duties. Must be able to use multiple computer systems while using a headset.

### **Minimum Requirements:**

- Ability to calculate fractions, decimals and percentages;
- Ability to complete forms and write routine correspondence;
- 3 courses or 3 months of experience in public relations;
- 3 courses or 3 months of experience in office practices and procedures;
- 100 hours of training or 1 month of experience in data entry;
- Or education, training and/or experience in an amount equal to the minimum qualifications stated above.

**Preferred Qualifications:** Associate or bachelor degree in a related field, excellent communication skills

**Benefits:** Ohio Public Employees Retirement System, Insurance

**Salary:** \$16.85 - \$17.36 per hour, based on education

Employment applications (resume required to be attached) may be obtained from and submitted to:

**Richland County Commissioners**  
**50 Park Avenue East**  
**Mansfield, Ohio 44902**

Applications may also be obtained online at [www.richlandcountyoh.gov/jobs](http://www.richlandcountyoh.gov/jobs).

**Application Deadline: 4:00 PM, Friday, February 20, 2026.**

*All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and 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.*