



# NOTICE OF VACANCY

## Stark County Job & Family Services

### Clerical Specialist 3

#### **SUMMARY**

Responsible for general clerical duties such as correspondence, data entry and processing.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** *(The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)*

Prepares typed correspondence. Opens, sorts and scans incoming mail utilizing the OnBase System. Processes all returned mail. Sorts incoming faxes and routes them to the proper person via Outlook email system. Picks up outgoing/internal mail from designated locations in the agency and prepares it for pickup. Prepares orders for court. Visits Family Court and CSEA Legal at least once a day to drop off orders for signature and/or filing and pick up orders that have been signed and/or filled. Processes sanction requests from case managers utilizing CRIS-E and SETS. Receives and processes all incoming subpoenas. Obtains any orders case managers may need via the CJIS docket or from the Clerk of Court. Prepares certified mailing. Processes all requests for certified orders. Acts as the receptionist by greeting customers as they come into the lobby, determines the reason for the visit, looks up case information, and phones the case manager to see them. Acts as the overflow operator for the customer service call center. Schedules cases for genetic testing utilizing the SETS system. Records genetic testing results in SETS, completes the order for establishment, exclusion or inconclusive results. Updates address information in the SETS system. Prints payment records for customers (utilizing SETS). Prints and scans Kidstar correspondence to the proper case using the OnBase system. Takes deposit from the payment window to the bank. Processes all outgoing case transfers from case managers utilizing SETS. Prepares closed files for destruction according to agency policy. Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

#### **QUALIFICATION REQUIREMENTS:**

*To perform this job satisfactorily, the employee must be able to perform each essential function satisfactorily. The requirements and duties lists are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.*

#### **EDUCATION AND/OR EXPERIENCE:**

Twelve months previous clerical experience in a similar position. Also requires one course or six months experience in typing or keyboarding (35 wpm) and one course or six months experience in word processing.

**COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:**

To perform this job successfully, an individual should have the ability to use agency and state wide computer systems (Microsoft Office, SETS, SACWIS, OEIS, OnBase, etc.). Typing speed of 35 wpm required.

**OTHER SKILLS AND ABILITIES:**

Skill in basic typing, data entry and files management. Must be able to handle multiple assignments/tasks simultaneously to meet deadlines. Must be able to travel to and gain access to work site. Must be skilled in records management and able to develop and maintain schedules.

To apply, please access the agency's website at [www.starkjfs.org](http://www.starkjfs.org) An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

**NO PHONE CALLS WILL BE ACCEPTED**