

Data Entry Operator 2

Franklin County Children Services is seeking a highly motivated individuals who can work well independently for our Data Entry Operator 2 position. This position consists of performing receptionist functions and providing customer service while greeting clients and staff at the front desk; working the main phone line and answering/transferring/making phone calls; monitoring email boxes; maintaining computerized/written logs; directing clients and staff; preparing daily correspondence; and maintaining the appearance of the lobby area.

It also includes processing electronic faxes; scanning/uploading documents into the electronic case file/OnBase; processing fingerprints; record-checking documents; data entry; scanning case file documents; trouble-shooting issues; consulting a supervisor when needed in order to resolve issues; and providing training to coworkers, as needed. This position attends supervisor, unit, department, or agency meetings and participates accordingly by offering suggestions or ideas that will aid in providing timely and effective services.

This position will be located at our 4071 East Main Street Location and the schedule is Thursday – Sunday, 1 p.m. to 11:00 p.m.

Advantages of Working at Franklin County Children Services:

- Health care benefits - medical/dental/vision/RX/mental health/EAP
- Life insurance plans
- 10 paid holidays, 5 personal days and 2 weeks vacation after your first year!
- We contribute 8.5% of your OPERS contribution
- Tuition reimbursement
- College loan repayment and Perkins Loan deferment/pay-off
- Longevity pay/length of service pay
- Opportunities for advancement

Qualifications:

- The preferred candidate will be a high school graduate with a minimum of one year of clerical experience or the equivalent and have a typing speed of 25 wpm.
- Basic knowledge of Microsoft Office; excellent verbal communication, problem-solving and customer service skills are required. Excellent organizational and writing skills; respect for cultural diversity and a demonstrated commitment to cultural sensitivity are expected.
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check. Also, all offers of employment are contingent on receipt of a negative pre-employment drug test.

How Do I Apply?

Please send resume and cover letter to fccshr@fccs.us.

You can view a complete position description and get additional details about openings on our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>