Office Manager 1

Franklin County Children Services is seeking an Office Manager 1 to provide direct supervision to office personnel performing clerical functions; develop and implement routine and complex procedures for clerical functions of work units; responsible for total clerical functions and work flow of assigned regions; and provide secretarial services to regional directors and associate directors.

Supervises Regional Data Management staff and other clerical support staff as assigned by traveling between different locations throughout the week; assigns and monitors work, evaluates performance, and recommends appropriate personnel actions; provides staff development; manages a variety of email boxes; addresses inquiries and complaints and refers to others when appropriate; manages cash equivalents; ensures policies/procedures are updated in a timely manner; assumes responsibility for the total functions and workflow of both offices.

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:
- Applicants will have the ability to add, subtract, multiply and divide whole numbers and to read and write common vocabulary plus six months of clerical experience and four months of training and/or experience in supervision.
- Successful applicant will be a high school graduate or equivalent; have a minimum of three years of clerical experience or equivalent; typing speed of 50 wpm; knowledge of Microsoft Office; and well-developed verbal communication skills.
- 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

AA/EEO