

Data Entry Operation 2 (Floater) - Region

Franklin County Children Services is seeking a highly motivated individual who can work well independently for our Data Entry Operator 2 Floater position. This position provides support services to families and staff by performing a variety of tasks including but not limited to: data entry; reviewing and processing case information and requests; case file maintenance; responding to inquiries and requests for information from staff, community professionals, and the public; answering incoming unit calls and providing receptionist coverage; completing record checks; ordering and monitoring supply inventory; retrieving and processing fingerprints; maintaining written and electronic logs; monitoring email boxes; and performing other related duties as assigned.

The qualified applicant will be a high school graduate or equivalent, have at least one year of clerical experience, be able to type a minimum of 25 wpm with 45+ preferred, and have well developed verbal communication skills. Basic knowledge of computer operation and Microsoft Office is required. Must be able to demonstrate cultural awareness, sensitivity and competence throughout all aspects of job duties.

This position requires travel to FCCS's different locations; successful candidate will have reliable transportation, a valid driver's license, and car insurance.

The hours for this position will be Monday through Friday, 9 a.m. to 6 p.m.; however, the initial training period schedule will be 8 a.m. to 5 p.m.

This position offers excellent benefits, including health coverage, retirement, and vacation. Send resume to fccshr@fccs.us. EEO/AA