

Office Manager 1

Franklin County Children Services is seeking a full-time Office Manager to provide direct supervision to clerical staff. The incumbent will be responsible for overseeing the activities and planning of the 24 hour front desk unit. This includes assigning work, evaluating employee performance, and providing staff development. This position also works collaboratively with the intake screening department and other data management units to ensure effective data management and support services in order to meet the needs of the agency's clients. The ideal candidate will have a minimum of three years clerical experience and at least four months of supervisory or lead experience in a data management setting, as well as the ability to pass a typing test with a speed of 40 WPM. Excellent communication, organization, and writing skills; respect for cultural diversity and a demonstrated commitment to cultural sensitivity are expected.

The work schedule for this position is 40 hours per week (Five 8-hour shifts primarily between 11 a.m. and 8 p.m. and includes some weekend, early morning, and late evening hours). Franklin County Children Services offers a competitive salary plus excellent benefits. If interested, send resume and cover letter with salary requirements to Franklin County Children Services, Human Resources, 855 W. Mound St., Columbus, Ohio 43223 or email.

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