

Office Manager

Franklin County Children Services is seeking an Office Manager to provide direct supervision to clerical staff. The incumbent will be responsible for assigning work, evaluating performance, providing staff development, holding supervisory conferences and unit meetings, providing training to staff, addressing complaints, managing cash equivalents, and managing travel requests. Responsibilities will also include providing secretarial services to the regional director and associate director, which includes taking minutes at meetings, typing confidential material, producing new employee banners and tags, updating the Data Management Handbook and serving on committees.

The preferred candidate will be a high school graduate with a minimum of three years of clerical experience. The ability to pass a typing test with a speed of 50 WPM is essential. The incumbent must be able to add, subtract, multiply and divide whole numbers; read and write common vocabulary; and have six months of clerical experience, which includes at least four months of supervisory experience. Excellent communication, organization, and writing skills; respect for cultural diversity; and a demonstrated commitment to cultural sensitivity are expected. We offer a competitive salary plus excellent fringe benefits. Send resume with references and salary requirements by **December 8, 2017** to: Franklin County Children Services, Human Resources, 855 W. Mound St., Columbus, Ohio 43223 or email. EEO/AA