

Data Entry Operator 2

Franklin County Children Services is seeking a highly motivated individual who can work well independently for our Data Entry Operator 2 position. This position will be located at our 4071 East Main Street office. The schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m. This position consists of performing record checks on individuals listed on legal requests to find agency history being requested; redacting information; burning information to a CD; uploading information to the court site; packaging information for delivery to appropriate parties; and updating logs with the status of requests.

The data entry operator completes data entry, including but not limited to, legal data from source documents and blind orders; may occasionally cover front desk duties; distributes cash equivalents; processes fingerprints; performs document collection; scans case documents; and performs other miscellaneous job tasks when needed. Entry tasks require editing, correction, interpretation, judgment and when necessary, direct consultation with the supervisor of legal data management to work out problems and correct information prior to entry.

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 checks. 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>