

Data Entry Operator

Franklin County Children Services is seeking Data Entry Operators to complete data entry from numerous source documents; scan and upload documents to databases; assist caseworkers and other staff with information gathering or system/process navigation; take fingerprints and process results; image investigatory photos; answer telephone or email requests; maintain printer/copier requests for repair; and file documents into hard copy case records. The incumbent will attend meetings and provide suggestions that will aid in offering timely and effective services.

The preferred candidate will be a high school graduate with a minimum of one year of clerical experience. Basic knowledge of Microsoft Office and the ability to pass a typing test with a speed of 25 WPM are essential. The incumbent must be able to add, subtract, multiply and divide whole numbers; read and write common vocabulary; have 12 months typing experience as well as at least three months CRT or similar video display equipment experience. Excellent communication, organization, and writing skills; respect for cultural diversity and a demonstrated commitment to cultural sensitivity are expected.

The position offers a competitive salary plus excellent fringe benefits. Send resume with references and salary requirements by **December 10, 2017** to: Franklin County Children Services, Human Resources, 855 W. Mound St., Columbus, Ohio 43223 or email. EEO/AA