

Data Entry Operator 2 – Floater

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 will be located at our 4071 East Main Street Location and the schedule is Sunday – Thursday, 12 a.m. to 8:00 am. This position consists of performing receptionist functions and providing customer service while greeting clients and staff at the front desk; working the main phone line and answering/transferring/making phone calls; monitoring email boxes; maintaining computerized/written logs; directing clients and staff; preparing daily correspondence; and maintaining the appearance of the lobby area. It also includes processing electronic faxes; scanning/uploading documents into the electronic case file/OnBase; processing fingerprints; record-checking documents; data entry; scanning case file documents; trouble-shooting issues; consulting a supervisor when needed in order to resolve issues; and providing training to coworkers, as needed. This position attends supervisor, unit, department, or agency meetings and participates accordingly by offering suggestions or ideas that will aid in providing timely and effective services.

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.

We offer a competitive salary plus excellent fringe benefits. Send resume with references and salary requirements to fccshr@fccs.us.