

### Secretary 1 (Floater)

Franklin County Children Services is seeking a Secretary 1 (Floater) for its Data Management Department. This position will be based out of the 1919 Frank Rd. location, however travel to the agency's other locations may be required. The employee, under direction of the office manager, will provide secretarial administrative support and assistance to the Data Management Department, including preparing and mailing communications to clients and service teams, processing mail, scanning and uploading documents into electronic casefiles, processing fingerprints, and other general office administrative tasks. The preferred applicant will possess a diploma or certificate in secretarial science or a related field, have a minimum two years' clerical experience, and a typing speed of 48 wpm. Pay is \$13.75/hour. Franklin County Children Services offers excellent benefits (health/dental/vision package, life insurance, sick leave/vacation/personal leave package, tuition reimbursement, and retirement contribution). If interested, please email resume and cover letter to Franklin County Children Services at [fccshr@fccs.us](mailto:fccshr@fccs.us).

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