

## Data Entry Operator 2

Franklin County Children Services is seeking highly motivated individuals who can work well independently for our Data Entry Operator 2 position. This position provides support to the Data Management Department by performing clerical-related duties while providing excellent customer service to agency clients. This position may require employee to report to different work locations and/or units based on workload as determined by their supervisor.

Job duties include 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 participate accordingly by offering suggestions or ideas that will aid in providing timely and effective services.

### 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 check. Also, 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](mailto: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>