

**Richland County Child Support**

*PO Box 547, 161 Park Ave East  
Mansfield, OH 44901  
419-774-5700, Fax 419-524-1507*

***JOB POSTING  
April 26, 2021***

**DEPARTMENT:** Richland County CSEA

**POSITION:** Full Time Clerical Specialist II

**HOURS:** Monday – Friday 7:30 a.m. – 4:00 p.m.

**COMPENSATION:** Clerical Specialist II - \$12.50/hour (\$26,000.00/annually)

**APPLICATION DEADLINE:** May 14, 2021 at 4:00 p.m.

**SUMMARY:** **Clerical Specialist II** – Duties include preparing and routing correspondence and performing clerical duties. Must have typing, keyboarding skills and formal education in math, reading, writing and verbal communications. Six months experience in word processing required.

Application **MUST** be submitted for consideration.  
Resume may be submitted in addition to – but not in place of – application.  
**Applications may be obtained from and submitted to:**

Richland County Commissioners  
50 Park Avenue East  
Mansfield, OH 44902  
419-774-5550

Or

Richland County Child Support  
161 Park Avenue East  
Mansfield, OH 44902  
Fax: 419-524-1507

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise managed in a fair equitable manner based solely upon merit, fitness and such bona fide occupational qualifications as each individual might possess. No personnel decision shall be based upon race, color, religion, sex, national origin, age, handicap, disability, or other non-job-related criteria.