

RICHLAND COUNTY JOB POSTING

Posting Date	Original Posting 07-27-2023 - Revised 09-29-23
Position	Unit Support Worker 2
Department	Job & Family Services
Application Deadline	Continuous – Until Position is Filled

Position Description:

Richland County Job & Family Services seeks full-time Unit Support Worker 2 positions. Positions are available in public assistance.

In a Call Center environment, responsibilities include assisting client services personnel in all units/departments; greeting, assisting, and screening public assistance applicants; and performing general data entry duties. Must be able to use multiple computer systems while using a headset.

Minimum Requirements:

- Ability to calculate fractions, decimals and percentages;
- Ability to complete forms and write routine correspondence;
- 3 courses or 3 months of experience in public relations;
- 3 courses or 3 months of experience in office practices and procedures;
- 100 hours of training or 1 month of experience in data entry;
- Or education, training and/or experience in an amount equal to the minimum qualifications stated above.

Preferred Qualifications: Associate or bachelor degree in a related field, excellent communication skills

Benefits: Ohio Public Employees Retirement System, Insurance

Salary: \$16.85 per hour or more dependent on degree

Employment applications (resume required to be attached) may be obtained from and submitted to:

Richland County Commissioners
50 Park Avenue East
Mansfield, Ohio 44902

Applications may also be obtained online at <http://www.richlandcountyoh.gov/jobs>

Application Deadline: Applications will be accepted until all positions are filled.

All employees and applicants for employment will be recruited, hired, promoted, transferred, demoted, laid off, terminated, suspended, evaluated, or otherwise dealt with in a fair and equitable manner based solely upon merit, fitness and 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.