# ACCEPTING RESUMES

## Employment Service Representative
OhioMeansJobs Post #240344041

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<td>Job Description:</td>
<td>Ashtabula County Department of Job &amp; Family Services is Hiring an Employment Service Representative</td>
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Under general supervision of the Eligibility Referral Supervisor I, The Employment Service Representative is responsible for delegating job readiness and/or job search assignments to SNAP recipients with the goal of assisting clients in their search of employment.

- Facilitates group sessions with SNAP recipients required to participate in work activities as a condition of eligibility; applies penalties to client benefits who fail to participate; may also work with RESEA, CCMEP and YO Adult Dislocated Worker clients; utilizes computer programs (OIES) to enter case information; creates assignments for program participants and tracks attendance; administers TABE testing; serves as a fill in receptionist during lunch coverage.
- Conducts workshops to assist clients in determining their employable skills, job retention abilities, and utilization of OhioMeansJobs accounts; assists clients with computer usage; vets resumes and talent; represents the County and partnering employment search services at public job fairs.

*Full Time $15.84/hr*

## Desired Skills:

Possession of an Associate’s degree from an accredited college or university; six (6) months or more of related experience and/or training; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

Ability to carry out instructions; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; read, copy, and record figures accurately; develop and maintain effective working relationships; interpret a variety of instructions in written, oral, picture, or schedule form; maintain accurate records; exercise independent judgment and discretion; communicate effectively; maintain confidentiality; resolve complaints from public; handle sensitive inquiries from and contacts with officials and general public; add, subtract, multiply, and divide; prepare correspondence; prepare accurate documentation; compile and prepare reports; travel to and gain access to work site.

## How to apply:

Interested applicants may submit resumes to:

Stephen J. McClure  
stephen.mcclure@jfs.ohio.gov  
Ashtabula Co. Dept. of Job & Family Services  
2924 Donahoe Drive  
Ashtabula, OH 44004

**OPEN DATE** 4/26/2022  
**CLOSE DATE** 5/26/2022

If you need assistance or have any questions, feel free to contact:
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.

Thank you and best of luck  
OhioMeansJobs Ashtabula County

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