| Position: | Clerical Specialist  
OhioMeansJobs Post #273434758 |
| --- | --- |
| Job Description: | Ashtabula County Department of Job & Family Services is Hiring a Clerical Specialist  
Under general supervision of the Administrative Assistant Supervisor, the Clerical Specialist—CSEA is responsible for preparing intermediate-level correspondence fairly independently according to standard operating procedure as well as providing clerical support to the unit. Establishes, investigates, and schedules hearings which may result in DNA testing; drafts enforcement letters; completes financial questionnaires; reviews and adjusts administrative reports from hearing officer; completes petition for order adopting administrative findings; types legal briefs, memoranda, pleadings, motions, and affidavits; prepares case summaries, legal documents, and reports for review; prepares written responses to inquiries and complaints; responds to general inquiries; interprets and records court documents; recommends sanctions when customers fail to cooperate  
$13.26 Per Hour Full Time with Benefits |
| Desired Skills: | modern computer skills and computer applications, including but not limited to Microsoft Office; carry out instructions in written, oral, or picture form; deal with many variables and determine specific action; maintain confidentiality. |
| 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 5/14/2024 | CLOSE DATE 6/13/2024 |
| 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 |

Like us on Facebook, Follow us on Twitter