# Income Maintenance Account Clerk
OhioMeansJobs Post #246327017

## Position: Income Maintenance Account Clerk

## Job Description:

Ashtabula County Department of Job & Family Services is Hiring an Income Maintenance Account Clerk

Maintains and tracks payments for client accounts; monitors the checks and balances process for benefit recovery cases; handles payments received in the Agency and by mail; completes weekly deposits to provide to the Fiscal Department; completes monthly balancing and reports; enters statistics into spreadsheet. Receives phone calls from other county agencies; helps prepare files for the Hearing Officer; helps monitor the HATSX email box; scans state hearing documents into EDMS; enters and tracks OWF work activity hours; monitors medical requests; helps with alert reports for IEVS and safeguards IEVS materials; monitors updates from SSA and gathers medical records for the Disability Determination Area program (DDA) and follows HIPPA guidelines (e.g., changes, approvals and appeals, social security number enumerations, etc.). Performs other related duties as necessary. Demonstrates regular and predictable attendance.

**Full Time $12.75/hr**
Monday-Friday 8:00AM-4:30PM

## Desired Skills:

Completion of secondary education or equivalent (high school diploma or GED), possession of an associate degree from an accredited college or university preferred; one (1) or more years of related experience and/or training; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

Knowledge of: modern computer skills and computer applications, including but not limited to Microsoft Office; *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; government structure and process; *ODJFS computer systems; state and federal regulations; *Ohio Revised Code (applicable sections); accounting; public relations; customer service.

Ability to: carry out instructions in written, oral, or picture form; 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.

## 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 8/29/2022**

**CLOSE DATE 9/9/2022**

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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