



Preble County Board of Commissioners

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HELP WANTED AD CLERICAL SPECIALIST 4

The Board of Preble County Commissioners will accept applications for the full time FLSA non-exempt, classified position of a Clerical Specialist 4. The pay scale for this position begins at \$12.11 per hour. This position has a 180 day probationary period.

This position is a Child Support Enforcement Agency position and is responsible for preparing advanced level correspondence such as legal briefs, affidavits, tax comparison charts and financial statements as well as various administrative duties, interpreting policies and organizing and coordinating the work of others. Well qualified applicants must have previous experience in a similar field or education and training in office administration/secretarial science.

Applications and job description may be obtained in the Preble County Commission Office/1st Floor - 101 East Main Street, Eaton, Ohio between the hours of 8:30 A.M. to 4:00 P.M., Monday through Friday. This ad is published on the Preble County Commission's website www.prebco.org under job opportunities. **Deadline** for filing an application is August 16, 2017. Preble County is an Equal Opportunity Employer.

Advertise: RH - August 2nd & 9th, 2017

County's Website - July 26, 2017

**POSITION POSTING
JOB AND FAMILY SERVICES,
CHILD SUPPORT DIVISION**

POSITION: CLERICAL SPECIALIST 4

RANGE: PAY RANGE 5: \$12.11 - \$16.57

DEADLINE FOR APPLICANTS: 08/16/2017

DUTIES OF POSITION: Prepares advanced-level correspondence which may include legal briefs, affidavits, tax comparison charts, financial statements, etc., independently with strict time pressures. This work involves the prioritization of assignments by the Clerical Specialist 4. In addition, the Clerical Specialist 4 is responsible for performing various administrative duties, such as interpreting policies and procedures for other workers, organizing and coordinating the work of others. The Clerical Specialist 4 is also responsible for performing additional clerical functions as necessary. Prepares audits/income tax offsets and writes reports. Serves as a notary.

MINIMUM QUALIFICATIONS: Twelve months experience as a Clerical Specialist 3

-Or completion of two years of technical training in office administration/secretarial science.

-Or formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary. Also requires one course or six months experience in typing or keyboarding and one course or six months experience in word processing. In addition, applicants must have an additional twelve months previous clerical experience in a position similar to a Clerical Specialist 3.

-Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

METHOD OF APPLICATION: Provide application to the Board of Preble County Commissioners, 101 East Main Street, Eaton, Ohio 45320 or to Becky Sorrell, Director Preble County Job and Family Services, 1500 Park Ave. Eaton Ohio 45320.