



Preble County Board of Commissioners

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JOB POSTING

UNIT SUPPORT WORKER 1

The Board of Preble County Commissioners will accept applications for the full time, FLSA non-exempt, classified position of a Unit Support Worker 1 for Preble County Job & Family Services. Interested individuals may obtain a classification specification which outlines the responsibilities of the position available including qualifications and duties. The pay range for this position begins at Pay Range 3 - \$10.55 - \$13.88 per hour.

An application and job description may be obtained at 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 or on the Preble County Commission's website www.prebco.org under job opportunities. **Deadline** for filing applications is Wednesday, March 22, 2017 @ 4:00 P.M.

Preble County is an Equal Opportunity Employer.

Advertise: March 8th & 15th, 2017 in RH
Website - February 27, 2017

POSITION POSTING – JOB AND FAMILY SERVICES

POSITION: UNIT SUPPORT WORKER 1

RANGE: PAY RANGE 3 \$10.55 - \$13.88

DEADLINE FOR APPLICANTS: WEDNESDAY, MARCH 22, 2017 @ 4:00 P.M.

DUTIES OF POSITION: This is the primary front desk position for the Public Assistance main window. Performs general clerical duties including assisting and greeting people applying for agency programs and services, takes incoming telephone requests and making appropriate referrals. Person filling this position must be able to work independently and understand documents using technical language. Must be able to prepare complex documents which may contain legal language, must be able to organize time and duties and manage a complex case load. Maintains schedules for other employees appointments and hearings. Answers the phone, processes mail, uses the Northwoods scanning system.

MINIMUM QUALIFICATIONS: Formal education in arithmetic that includes addition and subtraction, and reading and speaking common English vocabulary. Also requires one course or six months experience in typing, keyboarding or word processing and a valid driver's license.

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

Qualified applicants may submit an application to the Preble County Board of Commissioners; 101 East Main St. Eaton Ohio 45320. Applications are available at www.prebco.org under Employment Opportunities.