



Preble County Board of Commissioners

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HELP WANTED

The Board of Preble County Commissioners is accepting applications for the part time intermittent position of Courier for the Children Services Unit at Preble County Job & Family Services.

This position is classified with a beginning salary base of \$9.60 per hour.

Please note that no regularly scheduled or guaranteed hours exist with this position. This position is used on an "as needed" basis and will never exceed 30 hours per week.

Application and description of job duties may be obtained in the Preble County Commission Office located on the 1st floor of the Preble County Courthouse, 101 East Main Street, Eaton, Ohio between the hours of 8:30 A.M. to 4:00 P.M., Monday through Friday and is also published on the Preble County Commission's website www.prebco.org under job opportunities. Applications will be accepted until the position is filled.

Preble County is an equal opportunity employer.

Preble County Website – February 28, 2018 until position is filled.
Advertised: March 7th & 14th, 2018 in RH

POSITION POSTING

POSITION: VEHICLE OPERATOR/COURIER

RANGE: PAY RANGE \$9.60 per hour – no probationary increase

DEADLINE: POSITION REMAINS OPEN UNTIL FILLED

DUTIES OF POSITION: Operates agency vehicles to transport children/parents as needed according to schedules of the Children Services Unit. Transportation will be for required visits, doctor appointments, placement moves, etc. Maintains log of vehicle transports as to type of transport, who transported, individuals transported, etc. Records location, date, and time the agency customers were transported. Maintains documentation of all individuals transported. Ensures vehicles used to transport are safe and have enough gasoline for travel. Notifies agency of any maintenance issues with the vehicles. Keeps up to date on current child restraint laws and proper usage of child restraints in vehicles.

Other duties as assigned.

This is a part-time, intermittent position with no regularly scheduled or guaranteed hours. This position is used on an “as needed” basis and will never exceed 30 hours per week.

QUALIFICATIONS: Must have a valid Ohio Driver’s License. Must be able to lift up to 50 pounds to assist children in car seats. Must be able to properly install child restraint seats and properly secure the children in the seats. Must be able to pass random drug screenings. Must have a criminal background check prior to employment. MVR will be Must be able to work independently, read and understand maps, directions, and signs, and keep accurate records.

METHOD OF APPLICATION: Qualified applicants should submit a resume to –
Preble County Commission Office; 101 E. Main St. Eaton Ohio 45320