

POSITION POSTING – JOB AND FAMILY SERVICES,  
CHILD SUPPORT DIVISION

POSITION: **CLERICAL SPECIALIST 4 - Internal Posting only**

RANGE: PAY RANGE 5: \$12.11

DEADLINE FOR APPLICANTS: 10/05/2018

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 Becky Sorrell, Director  
Preble County Job and Family Services, 1500 Park Ave. Eaton Ohio 45320