

Clerical Specialist

JOB SUMMARY: Clerical Specialist provides entry-level clerical support services for assigned unit or division.

Job duties include but are not limited to:

- Performs routine clerical functions in support of the assigned unit.
- Answers telephones, takes messages and routes information.
- Assist general public.
- Maintains files and records consistent with established policy and procedures.
- Provides assistance on specific projects and responsible for other related clerical duties in support of the unit or division as assigned by the supervisor.

JOB TYPE: Full-time

STARTING SALARY: \$20.93/hour, includes full-time benefit package

FULL-TIME BENEFITS PACKAGE INCLUDES: Ohio Public Employees Retirement System; Medical/dental, vision insurance; Anthem Health Improvement Programs; Wellness Program with participation rewards; Deferred Compensation Retirement Plans; Supplemental Life, Disability and Critical Illness Insurance; 35k Lincoln Life insurance policy (free); Employee Assistance Program; Flexible Spending Accounts (including Dependent Care FSA); Paid vacation and sick leave; Annual step increases and additional incentives available.

HOURS: Monday-Friday; 9:30A-6:00P)

Position requires a high school diploma or GED. Knowledge in general office recordkeeping, data processing and customer service is preferred.

Applicants are subject to an extensive background investigation.

TO APPLY FOR THIS POSITION PLEASE VISIT:

<http://www.butlersheriff.org/general-info/employment/> to submit a Pre-Employment Application online