

WAYNE COUNTY VETERANS SERVICE COMMISSION

Invites applications for:

POSITION: Receptionist/Records Clerk

STARTING PAY: \$17.00/Hr

The position of Receptionist/Records Clerk consists of being responsible for providing administrative and clerical services in support of Veterans Service Officers and the Office Manager to ensure effective and efficient operations.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answer phone calls and direct calls to appropriate parties or take messages.
- Greet clients/visitors and determine communication/contact with appropriate individuals.
- Open, sort, and distribute incoming correspondence.
- Perform general office duties such as setting up files, scanning files, retrieving/filing of client folders, data entry to the Veterans database, and schedule appointments.
- Track information and prepare reports.
- Ability to multi-task.

MINIMUM QUALIFICATIONS

- Veterans' preference or, if a qualified veteran is not available, military affiliation will be taken into consideration.
- High school diploma or equivalent.
- Personable with the ability to communicate well with veterans/public.
- Valid State of Ohio Driver's License
- Must pass required background investigation.

PREFERRED SKILL/COMPETENCIES

- Previous employment in administrative service (1 year preferred)
- Working knowledge of office procedures and equipment.
- Basic knowledge of MS Office.
- Ability to perform meticulous and accurate data entry and calculations.
- Able to work independently with minimal supervision demonstrating sound judgement.
- Ability to maintain confidentiality of sensitive and personal client information.

Normal Working Hours: Monday – Friday; 8:00am – 4:30pm

Employment applications may be picked up at 356 W. North St. lower-level, in Wooster from 8:00am to 4:30pm or downloaded from the Wayne County Ohio website. Applications will be accepted until the position is filled. **The Applicant will serve a six-month (180 day) probation period.**

Wayne County is an Equal Opportunity Employer.