



WAYNE COUNTY Job and Family Services

County Commissioners

Jonathan Hofstetter
Dave McMillen
Matt Martin

Director

Richard Owens

Phone (330) 287-5800

Fax (330) 287-5899

Toll Free 1-877-612-5800

waynecountyjfs@jfs.ohio.gov

www.waynecountydjfs.com



356 W North Street

P.O. Box 76

Wooster, OH 44691



EMPLOYMENT OPPORTUNITY

A VACANCY EXISTS FOR A

Clerical Specialist 4

**IF YOU ARE INTERESTED IN THIS POSITION, PLEASE SUBMIT A RESUME
TO THE BUSINESS ADMINISTRATOR NO LATER THAN
4:30 p.m. on Monday, March 17, 2025.**

RATE OF PAY: \$ 17.90

DATE POSTED: February 25, 2025

**Duties and qualifications are described on the attached
Position Description and Essential Function Statement.**

Please submit Resume to:

WCDJFS, Attn: Business Administrator, P. O. Box 76, Wooster, OH 44691

OR hand deliver to WCDJFS, 356 W. North Street, Wooster, OH 44691

Wayne County is an Equal Opportunity Employer

POSITION DESCRIPTION

OHIO DEPT. OF ADMINISTRATIVE SERVICES PERSONNEL DIVISION

AGENCY: WAYNE COUNTY DEPT. OF JOB AND FAMILY SERVICES
UNIT: CLERICAL

State Agency County Agency New Position Change COUNTY OF EMPLOYMENT: WAYNE

USUAL WORKING TITLE OF POSITION: **CLERICAL SPECIALIST 4** POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: **10000.0 COUNTY HUMAN SERVICES ADMINISTRATOR 3**

NORMAL WORKING HOURS (Explain unusual or rotating shift): **7:30 a.m. to 4:30 p.m. (Monday through Friday)**

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of importance	Minimum Acceptable Characteristics
---	-----------------------------------	------------------------------------

50 Performs full range of clerical tasks; prepares advanced-level correspondence; schedules and records appointments for Director; organizes and maintains Director's files; Screens and directs calls, handles routine inquiries; Attends weekly agency leadership meetings and prepares minutes, agenda, and agency calendar. Attends and prepares minutes of monthly staff meetings; Assists Director with paperwork and bookkeeping for various committees; Always maintains strict levels of confidentiality; Resolve recurring, standard problems; Handle problems involving varied and unrelated processes and methods; Construct standard tables and graphs for meetings and presentations; use standard office equipment; Act as a liaison; Listen for problems or issues and provide responses or explanations; Maintain accurate records; Prepare correspondence; Work on multiple tasks/projects; Handle contacts with outside agencies; Gather, collate and summarize data; Use computers;

Knowledge of [1] office practices and procedures; Ability to [2] maintain accurate records; [3] gather, collate and classify information, [4] answer routine inquiries by telephone or face to face, [5] carry out instructions in written or oral form; skill in [6] operating a photocopy machine and digital image system.

25 Update policy manual; Social media marketing for agency; Prepares Personnel Actions; assists HR Manager with personnel issues.

Implement changes to policies and procedures, Interpret and explain personnel policies and procedures, Communicate changes to necessary parties.

10 Performs general clerical duties; Works at reception desk during breaks and absences of regularly assigned workers.

Knowledge of office practices and procedures

5 Makes travel and lodging arrangements for Director; Assists with purchases and maintains inventory of office equipment.

Compare costs of supplies and equipment, write inventory report, assist with the purchase office equipment and supplies.

5 Schedules appointments, hearings and interviews as directed; Attends workshops, conferences and training sessions as required. Other duties as assigned.

5 Prepares travel requests, determines costs, and completes expense reimbursement forms.

Out of county travel procedures, assist with interview schedule; Ability to absorb and retain information.

The Incumbent in this position, in order to carry out the job duties, enters data into, and retrieves data from, the statewide computerized systems, using a keyboard and video display monitor.*

*Acquired after employment

List Position Numbers and Class Titles of positions directly supervised.

EEO CLASS 06 – CLASSIFIED

SIGNATURE OF AGENCY REPRESENTATIVE

Richard Owens, Director

DATE



WAYNE COUNTY Job and Family Services

County Commissioners

Jonathan Hofstetter
Dave McMillen
Matt Martin

Director

Richard Owens

Phone (330) 287-5800

Fax (330) 287-5899

Toll Free 1-877-612-5800

waynecountyjfs@jfs.ohio.gov

www.waynecountydjfs.com



356 W North Street

P.O. Box 76

Wooster, OH 44691



ADDENDUM TO POSITION DESCRIPTION

Classification: CLERICAL SPECIALIST 4 PCN: 10114.0

ESSENTIAL FUNCTIONS FOR PURPOSES OF 42 USC 12101 AND OAC 4112-5-08:

1. Learns, applies, and adapts to changing Public Assistance Administrative rules, regulations, programs and service delivery. Must understand, convey, and carry out agency policies.
2. Provides effective assistance to Agency Director and Administrators, including performing clerical tasks, answering phones, scheduling Director's appointments, writing letters, and other liaison duties as assigned.
3. Face-to-face contact with clients may include some exposure to infectious/contagious diseases, blood, and other body fluids or wastes. Clients may be angry/uncooperative.
4. Works with Director and Administrators to communicate agency policies and procedures to agency staff.
5. Acts as receptionist for the Agency Director.
6. Sits on committees as required representing the Director.
7. Demonstrates regular, punctual, and predictable attendance.
8. Accomplishes work in a timely manner.
9. Cooperates with the public and co-workers in a courteous manner.
10. Attends meetings, workshops and conferences as required; disseminates information to unit workers or other staff as appropriate.
11. Perform other clerical duties as assigned.

APPROVED:

Richard Owens, Director

Date