



Clerk

Position Summary/Function:

Responsible for performing administrative tasks to support busy daily business operations

Specific Job Duties & Accountabilities:

- Follow county and department objectives in accordance with procedures
- Maintain confidentiality of clients
- Handle mail and direct where appropriate
- Populate letters to clients
- Typing skills with 10Key
- Document scanning
- Event planning
- Photocopying
- Travel to and from the courthouse to deliver/pickup correspondence
- Faxing
- Ability to effectively work individually and/or in a team environment
- Ability to lift 50 lbs.
- Schedule appointments
- Coordinate medical transportation schedule for Veterans & driver
- Operate computers and scanners
- Pay bills
- Maintain the highest levels of customer care while demonstrating a friendly, energetic and positive attitude
- Have knowledge of local, state, and federal applicable benefits
- Maintain office cleanliness
- Incorporate and execute outreach and social media
- Ability to complete other duties as assigned

Qualifications:

- Must be a former member of the armed forces of the United States who served on active military duty and received an honorable discharge or honorable separation, or be the spouse, surviving spouse, child, or parent of a Veteran as outlined in ORC 5901.01
- Must have vehicle for transportation with valid driving license

Job Type: Full-time (37.5 hours weekly)

Wages: \$18.00 per hour