

## EXTERNAL POSTING

**Date Positions Posted:** January 18, 2012  
**Job Title:** Student Worker – Administrative Services (2 positions)  
Unclassified, temporary position under Ohio Civil Service Law  
**Pay Rate:** \$7.70 per hour  
**Benefits:** Sick leave hours, retirement (Ohio Public Employees Retirement System)

### **Qualifications:**

- Number of work hours anticipated per week are 16-20 hours as determined by the student's schedule and within Agency hours 7:30-5:00, Monday-Friday.
- Preference will be given for work experience in an office environment, working with confidential materials, alphabetizing, as well as experience with document scanning.
- In accordance with Ohio Civil Service requirements, basic math and English skills, as well as keyboarding. It is required the student be enrolled in an Ohio accredited school.

### **Summary of Job Duties and Preferred Skills and Abilities**

This position will perform document scanning using digital imaging software. Items scanned will be confidential materials from various areas of the agency. Students utilize office equipment including computers, scanners, fax machines, and copiers in a variety of tasks including document imaging, filing, purging (shredding) material, sorting and collating items.

In addition work assignments may be made for this position to assist customers in agency lobbies. This includes working one-on-one with customers utilizing office equipment including computers, scanners, fax machine and copiers. Special assignments may be made utilizing student's skills and abilities. Competency in Spanish and English are a plus.

**Application deadline: January 24, 2012**

**Employment applications may be obtained at the Agency or from the website, [www.mcjfs.com](http://www.mcjfs.com)  
A cover letter of interest and resume should be submitted with the application.**

Marion County Job and Family Services  
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**Marion, OH 43302**  
**Fax: 740-387-2175**

Attention: Anne Conley

Equal Opportunity Employer