

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE
ANNOUNCEMENT OF VACANCY**

Posting Date: 4/22/19

Response Deadline: 4/29/19

Agency: Butler County Department of Job & Family Services	Job Title: Unit Support Worker 2 PCN: 02:31210
Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/>	Bargaining Unit Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Overtime Exempt Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Salary: \$14.32/hour
Work Location: 315 High Street – 9 th Floor	Hours of Work: 40 hours/week 7:30 a.m.- 4:00 p.m. or 8:00 a.m.- 4:30 p.m.

Essential Functions:

Opens, sorts, date stamps and scans all documents received via mail, fax, front desk, drop box, worker generated (for Income Maintenance, Fiscal and Children Services) into the appropriate imaging system (jfsScan or CSBScan); maintains documents in order received for processing; records case identifying information before separation of materials for imaging; records all actions upon receipt of unknown error prior to receipt for troubleshooting, identifies, records and takes appropriate action on known error messages; stores all scanned material in rotary files per the appropriate records retention policy, may be required to assist other staff in location of stored material; identifies items to be labeled in preparation for scanning, must enter information into system with high accuracy and be able to identify categories of information; prepares labels for all worker generated envelopes to be mailed out of office; performs daily SACWIS import; maintains logs to record daily document totals, maintains and processes case request folder items for document errors or original documents, maintains permanent record logs. Performs receptionist duties for administration office (e.g., assists and greets customers/vendors at the 9th floor administration desk). Answers administration phones, transfers all incoming calls to destination, answers all calls in a professional manner and treats all customers with courtesy, dispatch calls promptly and takes messages when necessary, performs other related duties as determined appropriate by the immediate supervisor. Performs miscellaneous duties and special projects as assigned; sorts and distributes agency mail; monitors video conference equipment; attends meetings, conferences, workshops, training sessions held by local agency or state department to remain current on procedures, techniques, and policies.

Required Qualifications:

Twelve months experience as a Unit Support Worker 1, or formal education in reading and speaking common English vocabulary, one course or six months experience in typing, keyboarding or word processing, and a valid driver's license. Also requires an additional twelve months experience in typing, keyboarding or word processing and working in an office environment handling in-person and/or telephone contacts with clients, customers an/or general public.

Selection Procedure: Resumes and Interviews

Submit Cover Letter and Resume To:

(please indicate Job Title in Cover Letter)

Butler County Commissioners Personnel Office
315 High Street, Suite 640
Hamilton, OH 45011

Or by email to: resumes@butlercountyohio.org
(please indicate Job Title in subject line)

BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

AN EQUAL OPPORTUNITY EMPLOYER