

SCIOTO COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

710 Court Street * P.O. Box 1347
Portsmouth, Ohio 45662
(740) 354-6661

COUNTY COMMISSIONERS

Cathy Coleman, Chairman
Bryan Davis
Scottie Powell



DIRECTOR

Tamela Moore Morton

SCIOTO CO. DEPT. OF JOB & FAMILY SERVICES – EXTERNAL JOB POSTING
08/28/23

1 Vacancy - Children Services – Intake Specialist

Permanent/Full-Time
Collective Bargaining Unit Position

Under direct supervision, Intake Specialist is responsible for receiving and processing calls, complaints and referrals suspected in instances of child abuse, sexual abuse, neglect, dependency, or other types of child endangerment that come to the agency's attention.

The minimum qualifications are as follows:

- Ability to add, subtract, multiply, divide whole numbers & to read and write common vocabulary;
- 1 Course in Typing (or 3 mos. Experience); or equivalent.
- 1 Course in Principles of Interviewing (or 1 month experience);
- 1 Course in Effective Oral Communication (or 1 month experience);
- Or equivalent to any/all above;
- Valid drivers' license, state minimum vehicle insurance, and acceptable driving record;
- Must pass Drug Screening and BCI/FBI Background Check.

Rate of Pay \$ 16.26 per hour – Pay Range 03

APPLICATION DEADLINE DATE: 09/01/23 @ 4:30 p.m.

Internal applicants will be given first consideration. If there are no internal applicants, or if internal applicants do not meet the minimum qualifications of the position, external applicants will be considered. SUBMIT RESUMES with COVER LETTERS - (NO CALLS) to:

Email: Scioto_HR@jfs.ohio.gov

or

Scioto County Dept. of Job & Family Services

Attention: Personnel Department

P.O. Box 1347

Portsmouth, OH 45662

SCIOTO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER