

SCIOTO COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES

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



COUNTY COMMISSIONERS

Scottie Powell, Chairman
Merit Smith
Steven W. Mault

DIRECTOR

Tamela Moore Morton

**SCIOTO CO. DEPT. OF JOB & FAMILY SERVICES – EXTERNAL JOB POSTING –
03-06-2026**

1 Vacancy – Account Clerk 2

**Permanent/Full-Time
Collective Bargaining Unit Position**

Under direct supervision of the Business Administrator, the Account Clerk 2 analyzes, codes, prepares, and reconciles billings and expense invoices/reports, vouchers, accounts, remittances, and other related materials for daily cash-ins and cash-outs; monitors and tracks vendor contract(s), maintains and records information in various state and county computer systems; and performs data entry and clerical support duties for multiple departments.

The minimum qualifications are as follows:

- Completion of secondary education or equivalent (high school diploma or GED);
- Two (2) courses or six (6) months experience in high school accounting or accounting for bookkeepers offered by college;
- 1 course or three (3) months experience in modern office practices and procedures;
- Or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.
- Valid drivers' license, state minimum vehicle insurance, and acceptable driving record
- Must pass drug screen and BCI/FBI Background Check.

Rate of Pay: \$ 19.08 hourly (Pay Range 26)

APPLICATION DEADLINE: 03-12-2026 @ 4:30 PM

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