

**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  
Cathy Coleman  
Bryan Davis



**DIRECTOR**  
Tamela Moore Morton

**SCIOTO COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**  
**EXTERNAL JOB POSTING**  
**01/29/25**

**1 Vacancy – Data Entry Operator 1**

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

Under general supervision, the Data Entry Operator I is responsible for performing various clerical and administrative duties for the various agency departments.

The minimum qualifications are as follows:

- Completion of secondary education or equivalent (high school diploma or GED);
- Minimum of one (1) year clerical experience;
- Six (6) months customer service experience;
- OR any equivalent combination of education, experience and/or training to meet the minimum qualifications as stated above;
- Must have a valid drivers' license, state minimum vehicle insurance, and acceptable driving record;
- Must pass drug screening and BCI/FBI Background Check.

**Rate of Pay \$ 17.83 per hour – Pay Range 03**

**APPLICATION DEADLINE DATE 02/04/25 @ 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](mailto: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**