



FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Account Clerk 1                      **PCN:** 082181  
(Bargaining Unit)

**DEPARTMENT:** Enforcement                      **P.R.** T4

**REPORTS TO:** Pam Hills, Support Officer Supervisor

**RESPONSIBILITIES:** Perform administrative and general accounting work, process financial documentation, and maintain financial records for the Agency. Retrieve and sort previous day court documents. Enter court orders, create files for new cases to be enforced and payments to be received. Release payments and funds. Perform research on adjustments, payments posted and problem resolution.

**MINIMUM QUALIFICATIONS:** High school diploma or GED with two (2) years previous experience or training in accounting, or equivalent combination of training and experience.

**STARTING SALARY:** \$14.24/hour, plus a comprehensive benefits package.  
120 Day Probationary Period

**DATE POSTED:** Monday, January 9, 2017

**DEADLINE TO APPLY:** Monday, January 23, 2017

If interested, please go to <http://commissioners.franklincountyohio.gov/hr/> and apply online.

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