



**Employment Opportunity
Butler County Educational Service Center
February 23, 2010**

POSITION: Intake and Referral Specialist

GENERAL DESCRIPTION:

The Intake and Referral Specialist will be the first point of contact for Butler County families with children 0-5, providing excellent customer service and support for enrollment by initiating the intake process including scheduling of clients and staff, and perform central intake duties as appropriate; to perform duties in support of intake and referral activities, including computer data input, formats and reports, and provide overall support of the enrollment/recruitment into Early Childhood Programs.

QUALIFICATIONS:

- Associate degree in Secretarial Science, Business Administration or a related area or and equivalent combination of experience and education (minimum HS Diploma).
- Proficient in the use of office machines, telephone systems, and computers.
- Ability to type proficiently approximately 40 WPM.
- Demonstrated ability to multi-task in fast-paced environment.
- Knowledge of computer operations/data entry procedures.
- Excellent customer service and telephone skills.
- Willingness/ability to work as a team member.
- Good organizational/communication skills.
- History of good job attendance.
- Must pass criminal background checks; drug and alcohol testing; and be free from communicable diseases

STARTING DATE: March 15, 2010 or ASAP
SALARY: \$22,500 – \$31,000
BENEFITS: Excellent fringe benefit package based upon Board Policy
WORK YEAR: Full Time 260 days
DEADLINE: 3/3/10 or until filled
APPLY TO: Send letter of interest, resume, list of references, and Support Application; which can be accessed at www.bcesc.org, to:
Butler County Educational Service Center
Lori Thesken, Asst. Superintendent for HR
1910 Fairgrove Avenue, Suite B
Hamilton, Ohio 45011

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay Act of 1963, Americans With Disabilities Act and Title IX are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.)