



**Ashland  
County**

15 West 4th Street  
Ashland, Ohio 44805  
419-282-5052 – phone  
419-282-5006 – fax

OhioMeansJobs.com

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**Ashland – Holmes – Wayne**

**June 18, 2018**

**Clerical Specialist 2**

**Ashland County Job & Family Services seeks a Clerical Specialist 2 in the Family Stability Unit.**

Duties include: Preparing, analyzing, reconciling and filing reports, correspondence, records or other documents and/or entering data to update computer files; Sorting, scanning and retrieving documents to/from electronic imaging system; Assembling and mailing application and reapplication packets; Completing and sending income verifications; Completing Medicaid related provider letters; Answering general telephone and walk-in customer inquiries; Assisting applicants; other clerical duties. Minimum starting rate of \$11.00 per hour. Qualified applicants should send resume with cover letter, 3 professional references and civil service application to: Ashland County Job & Family Services, Human Resources, Attn: Julie Shay, 15 W. 4th St. Ashland, OH 44805 no later than June 22, 2018.

**Clerical Specialist 2**

**Ashland County Job & Family Services seeks a Clerical Specialist 2 in the Support Unit.**

Duties include: Answering telephone calls: Greeting and assisting people who enter the agency and determining the purpose of the visit; Preparing, analyzing, reconciling and filing reports, correspondence, records or other documents and/or entering data to update computer files; Sorting, scanning and retrieving documents to/from electronic imaging system; Assisting applicants; Operating various small office machinery; other clerical duties.

Minimum starting rate of \$11.00 per hour. Qualified applicants should send resume with cover letter, 3 professional references and civil service application to: Ashland County Job & Family Services, Human Resources, Attn: Julie Shay, 15 W. 4th St. Ashland, OH 44805 no later than June 22, 2018.

**Eligibility Referral Specialist 2**

**Ashland County Job & Family Services seeks an Eligibility Referral Specialist 2 in the Family Stability Unit.**

Duties include: interviewing applicants and/or authorized representatives for initial eligibility and ongoing eligibility for all public assistance programs, computing budgets, verifying documents submitted to support public assistance requests, approving or denying application for public assistance, explaining to recipients their rights, procedures, programs, policies and available services, referring customers to other government or private agencies and ensuring compliance with state and federal program regulations. Applicants must be able to calculate fractions, decimals and percentages, complete forms, prepare routine correspondence and have a working knowledge of computers, calculators and other basic office equipment. Minimum starting wage is \$13.00 per hour. Mail resume with cover letter, list of three professional references, and completed Civil Service Application to: Ashland County JFS, Human Resources, Attn: Julie Shay, 15 W. 4th St. Ashland, OH 44805. Applications must be received no later than June 22, 2018.

### **Staff Accountant**

**Fin Feather Fur Outfitters is looking for an organized and driven Staff Accountant to join our growing team at our company.** The Staff Accountant position will work closely with our senior accountant and operations personnel and handle day-to-day bookkeeping. We are an energetic company and are looking for a passionate individual to join our organization. The winning candidate will perform daily journal entries, monthly, quarterly and annual accounting activities including reconciliations of bank and credit card accounts, month-end close, coordination and completion of annual audits, and reviewing financial reports/support as necessary. Candidate will need to have accounting experience and/or an associates' degree in accounting. He or she must have Microsoft Office experience and be flexible in cross training. Knowledge of JD Edwards Oracle and a retail environment preferred. Candidate must have excellent organizational, problem-solving, project management and communication skills. We offer a competitive salary plus a complete benefit package that includes: 401K, paid insurance options, dental, vision, vacation and sick days. Plus, we are an employee owned company (ESOP), which means you have a vested interest in Fin Feather Fur Outfitters. Send your resume to: Lana Bell, %Fin Feather Fur Outfitters, 652 US Route 250 E, Ashland, Ohio 44805 or email [Jobs@finfeatherfuroutfitters.com](mailto:Jobs@finfeatherfuroutfitters.com).

**Looking for a part time receptionist. Applicant will have a valid driver's license and must be proficient in MS Word, Excel, & Google Calendar, and able to answer phones and deal with the public. Applicant shall be a Veteran or, if a qualified veteran is not available, the spouse, surviving spouse, child, or parent of a veteran.** Applications available at: Ashland Co. Veterans Service Office, County Office Building, 110 Cottage St., Ashland, OH 44805 until (June 27, 2018), between 8-4 M-F.

**Looking for a part time (on call) van driver. Applicant will have a valid driver's license, with an exemplary driving record. Applicant must be an honorably discharged veteran.** Will be required to drive to VA facilities in Cleveland, Parma, Akron, Canton and Mansfield. Applications available at: Ashland Co. Veterans Service Office, County Office Building, 110 Cottage St., Ashland, OH 44805 until (June 27, 2018), between 8-4 M-F.

**Pentair is seeking individuals to fill general labor positions. Must be able to perform a series of operations and duties throughout the Casting Center and Pump Plant.** We offer competitive wages, benefits and 401(k). Please apply online at [www.Pentair.com](http://www.Pentair.com) or e-mail [Elizabeth.Hite@Pentair.com](mailto:Elizabeth.Hite@Pentair.com).

**Novatex North America is a family-owned company based in Ashland, Ohio, with over thirty years of experience in creating excellent products for babies and children. We are currently seeking applicants for full time injection molding operators for 1st shift for our B1 shift environment from Wednesday to Saturday.** We offer a competitive salary and benefits package. If you are interested in joining our team, please send by email your resume to [HRdept@novatex.us](mailto:HRdept@novatex.us). Interested applicants are also invited to complete a job application at our facility.

**Part time/ Full time grill cook. Will train. Apply at Kelly's Deli.**

### **DIVERSION OFFICER**

**The Ashland County Juvenile Court is accepting applications for the position of Alternative Solutions Diversion Officer.** Duties include, but are not limited to, conducting assessments for eligibility into the Diversion Program, developing individualized Case Plans, monitoring youth for compliance and keeping accurate documentation, making referrals to other agencies, maintaining reports and statistics, attending court hearings and school meetings. Qualifications include excellent verbal and written communication skills, proficiency in Microsoft Word and Excel, and the ability to maintain a professional demeanor at all times. Full-time position with benefits package. Please submit resume with cover letter to Ashland County Juvenile Court, Attn: Program Director/Probation Supervisor, 142 West Second Street, Ashland, Ohio 44805. Applications accepted until position is filled.

**Class A Semi Dump Driver: Clean record, home each night, occasional weekend work required, benefits.  
Call 330-621-6289.**

**FULL TIME DRIVER must be 25, no CDL required but must pass physical. INTER and INTRA STATE work in 24 box trucks.** Must be clean, punctual & willing to drive & supervise other drivers. Experience preferred. Call 419-281-6346 2pm-5pm Mon.- Fri. for appointment.

**FARM & Home Hardware are accepting applications for cashiers, sales, appliance repair, trainee/technicians, and drivers. Positions are part-time to full-time from temporary to career. Come grow with us. Apply within.**

**First Shift Reel Room Operator Are you somewhat mechanically inclined? Do you have basic computer skills? Do you have a valid driver's license? Are you able to operate a tow motor? Do you have a high school diploma or GED Equivalent? Are you able to climb stairs, ladders, stoop, stand and walk for extended periods of time? If you've answered Yes to all the above questions then you're qualified for this open position at The Daily Record.** We are looking for a motivated individual to join our press crew full time as a reel room operator. The duties of this position are to prepare rolls of newsprint for production, keep accurate records of newsprint used, assist in make ready set up for press runs while practicing safe work habits at all times. This is a full time, first shift, entry level position. Benefits available are; Medical, Dental, Vision, Life Ins., 401K with company contribution, paid vacations, uniforms are provided, and more. Mail or email resumes to the following address. No phone calls please. The Daily Record 212 E. Liberty Street Wooster, Ohio 44691 Attention: Ed Perry, Press Manager [eperry@the-daily-record.com](mailto:eperry@the-daily-record.com)

#### **Wastewater Laborer (Full-Time)**

**Wayne County is currently accepting employment applications for the full-time position of Wastewater Laborer. Wayne County operates 9 package plants. The successful applicant will report directly to the Treatment Plant Supervisor.**

DESIRED QUALIFICATIONS – Please note that below experience in this field is not necessary, but a willingness to learn and become licensed.

- Valid Driver's License, in addition to having a clean driving record
- Working knowledge of and experience with electrical systems, pump repair and computer controls a plus
- Knowledge of Wastewater Treatment Plant operations a plus
- Knowledge of basic electricity
- Knowledge of and able to use power and hand tools
- Able to lift 50 lbs.
- Able to work in environments that are hot, cold and noisy
- Able to walk, stand, stoop, lift, bend and reach
- Able to take written and verbal instruction
- Self-Starter
- Class B CDL license and Wastewater license preferred, but not required

Qualified applicants must complete an employment application (downloadable from <http://www.wayneohio.org/employment-opportunities>) and submit along with your resume to Wayne County Commissioners, 428 West Liberty Street, Wooster, Ohio 44691, Attn: Barb Chapin. Questions can be directed to 330-287-5409. Deadline for submission is June 27, 2018 or until position is filled. Wayne County is an Equal Opportunity Employer.

**Spherion Mid Ohio – Processor**

**OMJ Job Number/Reference Code: 3662467**

Desired Skills/Duties: Making snack time better! A company in Ashland, Ohio has Processor/Flavor Operator positions available! Work for a caring and passionate distribution company that ships quality snacks all over the world! Temp-to-hire Position All Shifts Available Pay Rate = \$11.00/hr Responsibilities: - Lifting up to 50lbs blocks of ingredients (not repetitively) - Monitor and replenish seasoning, filler, and/or toppings on overhead Entry-level Positions High school diploma / GED required Interested in this great opportunity? Apply online at [www.midohiojobs.net](http://www.midohiojobs.net) and select Ashland as your office of interest, or call 419-281-4600 for more details! Spherion Mid Ohio is an EEO/AA employer.

**Midwest Health Services - Direct Support Specialist**

**OMJ Job Number/Reference Code: 3662409**

Desired Skills/Duties: Direct Support Professional Midwest Family of Companies Midwest Health Services Full-time, Part-time (Days, Afternoons, and Night) About Us The Midwest Mission for its Direct Support Professional is to provide person-centered, community-based supports to people with intellectual and developmental disabilities. A Great Opportunity No experience required On the job training for ☑ CPR/First Aid ☑ Medication Delegation ☑ Homemaker Personal Care Skills, etc. Our team has years of experience and takes a step by step approach to new employee training. Growth from within; when management positions become available, we look to our own team first. Richly rewarding opportunity. Your Responsibilities Will Include Providing services, supports and care to Individuals by: o activities of daily living such as; bathing, assistance with medications, cleaning, etc. o social interaction skills: talking, writing, leisure activities, treatment toward self and others, etc. o transportation to and from outings/ activities and scheduled appointments as required. We Are Looking For Someone That High school diploma or general education degree (GED). Current Ohio Driver's License or State ID STNA or Homemaker Personal Care Experience (Not Required) What We Offer You Benefit package for all employees o Dental Insurance o Life Insurance o Sick Time o Holiday Pay o Job Specific Trainings and Continuous Learning Opportunities ☑ DSPATHS Credentialing Certificate training ☑ Increase your income ☑ Increase your value as an Employee o Promotion Opportunities o Person centered atmosphere and an on call administrative team for support o Flexible schedules o 401K Additional Benefits for Full Time Employees o Vacation time o Health Insurance About us Midwest About Us [www.midwesths.com](http://www.midwesths.com) under the Career tab Other Career opportunities Midwest Family Career Opportunities Other positions with similar duties include: State Tested Nursing Aide (STNA), Home Health Aid (HHA), Direct Support Professional (DSP), and Direct Care Professional

**Integrity Technical Services - Structural Steel Engineer -18-00139**

**OMJ Job Number/Reference Code: 3662807**

Desired Skills/Duties: Engineer / Manager Structural Steel - Ashland, Ohio - JOB 18-00139 Salary Range: \$65k - \$75k+ Permanent Position with Benefits. Only U.S. Citizens or persons with a Green Card work permit may apply. Ashland, Ohio company is seeking a Structural Steel Engineer who is experienced designing structural steel support beams, large structure elements, complex stairs and handrails / railings, platforms, anchor pads... REQUIREMENTS Bachelor Degree in civil structural or mechanical engineering (BSME is a BSCE) P.E. (Professional Engineer) License is a plus but not required Management / Supervision experience Experience designing structural steel support beams, large structure elements, complex stairs and handrails / railings, platforms, anchor pads, large piping, machinery... Finite element analysis (FEA) / structural analysis calculation skills Experience using AutoCAD (Autodesk "Advance Steel 3-D package, SolidWorks or other 3D modeling software knowledge) is preferred Concrete design experience is a plus (but not required) Steel shop detail drawings and erection drawings from architectural and structural drawings or models Ability to generate Engineering drawings Candidates may be required to submit to a Criminal Background Check and a 10 Panel Drug Screen. Only U.S. Citizens or persons with a Green Card work permit may apply. Salary Range: \$65k - \$75k+ Permanent Position with Benefits. Ashland, Ohio company is seeking a Structural Steel Engineer who is experienced designing structural steel support beams, large structure elements, complex stairs and handrails / railings, platforms, anchor pads... Due to the large amount of resumes we expect to receive only the most qualified candidates will be contacted. We will retain all other resumes for any future job considerations. Integrity Technical Services, Inc. 14 Whitehall Drive Suite 102 Akron, Ohio 44278 Toll Free: 1-888-262-3226 Akron: 330-633-6500 Cleveland: 440-257-3232 Website: [www.integrityjobs.com](http://www.integrityjobs.com) (To view all of our open positions please visit our website) Integrity Technical Services, Inc. does not charge a fee for finding anyone a job. Integrity Technical Services is an Equal Opportunity Employer.