

EXECUTIVE COORDINATOR/COMMUNICATIONS SPECIALIST

Fairfield County Juvenile & Probate Court is seeking a full time, (40 hour per week) **Executive Coordinator/Communications Specialist.**

The job description is attached.

The mission of Fairfield County is to ensure high quality services at an exceptional value to taxpayers. The successful candidate will further the mission of the court and provide exemplary service to internal and external customers. The successful candidate must always also follow county and court policies and exhibit a professional demeanor. Preferred candidates for this position must possess an undergraduate degree in Business Management (or related degree), Communications (or related degree); Computer Sciences (or related degree), or other applicable degree.

The candidate must be able to read, analyze and interpret technical reports and governmental regulations.

A full job description is attached.

Applicants should email a letter of interest, resume and salary requirement to Kimberly Teague, Fairfield County Juvenile & Probate Court Executive Coordinator/Communications Specialist, at kim.teague@fairfieldcountyohio.gov. The posting will remain open until filled.