

**PLEASE POST  
NOTICE OF AVAILABLE POSITION**

**POSITION:** Fiscal Specialist I

**AREA OF FOCUS:** Support for Payeeship services and Billing services performed on behalf of County Boards of Developmental Disabilities in Southeastern Ohio.

**QUALIFICATIONS:** High School graduate or possess a GED. Must be bondable. Must pass a BCI check. Must have a valid Ohio Driver's License with vehicle insurance and reliable transportation.

Experience preferred in financial office. Experience with persons with disabilities not required but beneficial. Strong phone communication skills important.

**WORK SCHEDULE:** Working hours generally are 8 A.M. to 5 P.M. Monday through Friday or as approved by supervisor.

**SALARY:** \$10.50 to \$12.00 per hour (Based on 2,056 annual hours)

**DATE POSTED:** July 5, 2010

**APPLICATION DEADLINE:** End of business on July 19, 2010

Applications must be postmarked by July 19, 2010

Visit our web site at <http://www.meorc.com> under "Employment" to review the position description and download the application. Only complete application packets will be considered for interviews.

**Send:**

**1. Application, 2. Cover letter and 3. Resume to:**

MEORC  
P.O. Box 912  
Mt. Vernon, Ohio 43050

Applicants who do not complete requirements noted above will be disqualified.