



[www.allencountyhealthdepartment.org](http://www.allencountyhealthdepartment.org)

**Allen County Health Department  
Position Available**

**Part Time Clerk 1**  
Approximately 22.5 hours/week

**Division:** Administration

**Reports to:** Clerical Manager

**Salary:** Pay Range 12

Under direct supervision, the Clerk 1 is responsible for general receptionist duties.

**Sample Job Responsibilities:**

- Acts as receptionist for the agency
- Answers telephone, screens and directs telephone calls
- Assists with mail processing/delivery services
- Supports nursing clinics with client flow and shot record requests
- Performs general office duties as assigned/as time permits

**Qualifications:**

- High school graduate, post high school technical training in secretarial practices preferred
- A minimum of one year of general office or clerical experience
- Demonstrated communication, telephone and other secretarial skills
- Valid Ohio drivers license with an acceptable driving record and adequate auto insurance

**Working Conditions:**

- Occasional overtime, night or weekend hours may be required
- Travel within and outside the district sometimes required

Submit resume by April 24 to: Human Resources, Allen Co Public Health, PO Box 1503, Lima, OH 45802

**POSTED: 4/10/2015**

***Cannot be combined with a current position to make a full time position.***



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