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Allen County Combined Health District

Allen County Health Department
Position Available - Part Time Clerk 2
Approximately 25 hours/week

Division: Environmental/Clerical

Salary: Pay Range 13

Under direct supervision, the Clerk 2 is responsible for specialized clerical tasks.

Sample Job Responsibilities:

- Utilizes specific environmental health division software to input data, maintain databases, generate reports and bills, issue receipts and post payments, generate registration certificates
- Types inspections, permits, and correspondence; maintains hard & electronic files
- Collects fees for environmental services
- Documents and refers complaints to appropriate staff
- Completes certified mailing paperwork
- Assumes duties of telephone operator as scheduled, screens telephone calls and acts as receptionist for the agency
- Utilizes word processing program and/or typewriter to complete routine correspondence, agency reports
- Assists with agency correspondence, including pickup/delivery to USPS, County offices
- May assist in Vital Statistics Division by taking orders for birth and death records, collecting fees, issuing receipts and helping to complete orders
- Prepares specimens for shipment to ODH lab and arrange for delivery

Qualifications:

- High school graduate, post high school technical training in modern office software and practices preferred
- A minimum of three years general office/clerical and/or billing experience preferred
- Demonstrated communication, telephone and other secretarial skills
- Demonstrated keyboard and computer skills; computer knowledge essential; accuracy required
- 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

If interested, submit cover letter and resume by May 26, 2017 to:

jobs@allenhealthdept.org or Human Resources, PO Box 1503, Lima, OH 45802-1503



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