**Allen County Health Department**

**Position Available – Part Time Clerk 2**

**Approximately 25 hours/week**

Division: Environmental Health Clerk 2

Salary: Pay Range 13, $12.74/hour

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

**Job Responsibilities:**

* Utilizes specific environmental health division software to input data, maintain databases, generate reports and bills, issue receipts and post payments
* Types inspections, permits, and correspondence; maintains hard & electronic files
* Collects fees for environmental services
* Documents and refers complaints to appropriate staff
* Complete 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, and County offices
* Prepares specimens for shipment to ODH lab and arrange for delivery

**Qualifications:**

* High school graduate, post high school technical training in 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 computer skills, accuracy required

**Working Conditions:**

* On rare occasions, overtime, night or weekend hours may be required
* Travel within and outside the district sometimes required

If interested, submit cover letter and resume by September 25, 2020, to: [jobs@allenhealthdept.org](mailto:jobs@allenhealthdept.org) or

Human Resources, PO Box 1503, Lima, OH 45802-1503

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Allen County Public Health is an Equal Opportunity Employer