



Part-time Clerk 2
Approximately 25 hours per week (Monday – Friday)

Service Area: Environmental

Reports to: Director of Environmental Health

Pay Range: \$12.74/hour

Under general supervision, the Clerk 2 serves as a receptionist and assists in the management of records in the service area, and performs various clerical duties in accordance with applicable standards, laws and rules, as well as Board of Health adopted policies and regulations. Routine interaction with citizens, vendors, patrons and applicants to gather and process information. Cooperative/coordinating responsibility with other service areas.

Sample Job Responsibilities:

- Answers telephone and greets the public in order to direct them to appropriate services and/or staff members
- Provides basic agency and service area information to the public and provides general to questions to patrons
- Maintain reception area in order to maintain security
- Collects, edits, processes, files and maintains records for service area and/or agency
- Processes routine requests for records and agency services
- Collects fees for service area
- Assists other service areas with routine office tasks

Qualifications: (from Position Description)

- High School graduate
- Post high school technical training in office software and practices preferred
- Minimum 3 years office/clerical experience preferred
- Demonstrated communication and telephone skills. Computer knowledge essential. Valid driver's license, acceptable driving record and proof of auto liability insurance coverage required

WORKING CONDITIONS: Occasional overtime required. Travel within and outside the District required. Occasional work at night or on weekends.

BENEFITS: Paid holidays, vacation, public retirement system

Submit resume and cover letter by September 18, 2020 to: Human Resources, Allen County Public Health, PO Box 1503, Lima Ohio 45802-1503 or email to jobs@allenhealthdept.org

Posted: September 4, 2020



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