



Position Posting

DATE POSTED: April 30, 2021

POSITION: Breast and Cervical Cancer Program Clerk

QUALIFICATIONS AND REQUIRED KNOWLEDGE:

High School diploma or GED required.

Completion of secondary education with coursework in office practices and procedures; or one (1) year experience in office operations or equivalent combinations of training and/or experience.

Training in Emergency Preparedness to be completed upon hiring.

HOURS: Full-Time: Monday – Friday, 40 hours per week.

SALARY: Commensurate with experience

DUTIES:

Perform clerical duties to varied and diverse clients of the Breast & Cervical Cancer Project (BCCP) requiring limited knowledge of office management systems and procedures. Clerical duties may include a combination of answering telephones, greeting the public, bookkeeping, typing or word processing, data entry, office machine operation, and other routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. Additional duties may include clerical work outside of the BCCP program and that would pertain to the operation of the Health Department in general.

APPLICATION PROCEDURES: Submit a cover letter and resume to:

Kari Kennedy

Director of Community and Personal Health

kkennedy@lickingcohealth.org

Posting Closes May 14, 2021

Successful candidates will be subject to pre-employment drug screening.

LCHD is a Tobacco and Nicotine Free Workplace. All new hires must be free from the use of tobacco or nicotine containing products as a condition of employment.

The Licking County Health Department is an Equal Opportunity Employer