



## Position Posting

**DATE POSTED:** June 16, 2021

**POSITION:** Temporary Clerk

**QUALIFICATIONS AND REQUIRED KNOWLEDGE:**

High School diploma or GED required.

**HOURS:** Monday – Friday, Up To 40 hours per week.

**SALARY:** \$13.77/hour

**DUTIES:**

- Clerical duties may include a combination of answering telephones, greeting the public, bookkeeping, 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.
- Demonstrates regular and predictable attendance.

**APPLICATION PROCEDURES:** Submit a resume and cover letter to Anna Wollenburg, Director of Administrative Services at [awollenburg@lickingcohealth.org](mailto:awollenburg@lickingcohealth.org) by close of business June 23, 2021.

Please see Anna with any questions about the position.

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 Dept. is an Equal Opportunity Employer