



Position Posting

DATE POSTED: October 6, 2021

POSITION: 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: \$16.52-\$21.48

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 cover letter and resume to Anna Wollenburg, Director of Administrative Services at awollenburg@lickingcohealth.org by close of business October 22, 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 Dept. is an Equal Opportunity Employer