



Position Posting

DATE POSTED: July 28, 2022

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 Scott Morris, Director of Environmental Health at environmental@lickingcohealth.org by close of business August 11, 2022.

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

The Licking County Health Dept. is an Equal Opportunity Employer