

# Job Posting

July 2, 2024

**Position Title:** Part-Time Clerk (29 hours per week)

**Pay Rate:** \$13.71 – \$16.20

**Division:** Personal & Family Health (Chippewa County Health Department)

**Union:** Non-union

## **Job Summary:**

An employee of this classification provides clerical support to many different and varied Personal & Family Health programs, including WIC, as well as reception duties for clients at the front desk. This individual must be able to maintain effective working relationships with supervisors and coworkers in all areas of the Health Department.

## **Education, Training, Experience, Certification/Licensure:**

- High School graduate with some college courses preferred.

## **Special Equipment, Skills or Other Requirements:**

- Ability to maintain effective working relationships with supervisors and coworkers in all areas of the Health Department
- Excellent customer service skills, contributes to team effort of providing superior customer service to the enhance image of the Health Department
- Ability to prioritize, multitask, and work independently
- Adheres to health department telephone courtesy standards for answering, placing, and transferring phone calls as well as general telephone use
- Performs a variety of functions including registering clients into electronic medical record system, scheduling appointments, assisting clients with required information for visit, preparing reports, verifying data and documentation, performing outreach activities, filing and using work processor to facilitate written communication
- Excellent communication skills, ability to communicate effectively either through written or oral communication
- Ability to deal with numbers and people
- Excellent computer skills in varied programs (computer skills testing required)

## **Work Environment and Hazards:**

- Computerized office setting; significant standing and sitting to use office equipment, telephone, computers and necessary paperwork

## **Work Contact Group:**

- All departments of the Health Department

## **Special Physical Demands:**

- Must be able to lift, bend, stoop, push, and pull

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Interested applicants should submit a letter of interest, application and/or resume to Jill Schaefer, Executive Assistant, 508 Ashmun Street, Suite 120, Sault, MI 49783. Applications can be found at [www.chippewahd.com](http://www.chippewahd.com). EOE