

Medina County Health Department Employment Opportunity

Position: Clerical Specialist

Posting Dates: **OPEN:** January 13, 2023 **CLOSE:** January 27, 2023

Employment Status: Full-time (40 hour week)

General Announcement:

The Medina County Health Department, a nationally accredited health department, has an opening for a full-time Clerical Specialist position. High School Diploma or equivalent, excellent communication, customer service and computer skills are required.

Primary job functions include, but are not limited to; reception, record keeping, data entry, answering phones, prepare documentation, filing, and issuance of birth and death records. Excellent oral, written, and interpersonal skills along with a high degree of skill and efficiency using MS Office applications.

Additional Job Requirements:

- High degree of skill and efficiency using MS Office Suite applications i.e. Word, Excel, PowerPoint, Access.
- Knowledge, skill and/or ability to quickly learn and effectively use the computer software products used throughout the agency.
- Ability to multitask and interact positively with the public
- Ability to quickly master all business machines necessary to perform job functions (i.e. phones, copier, fax, scanner, calculator, computer, postage machine, credit card processor, etc.)
- Must demonstrate strong organizational skills, files management abilities, efficiency executing job duties, and attention to detail in work product with minimum errors.

How to Apply

Interested applicants will apply by completing the Medina County Health Department Employment Application located on our website at www.medinahhealth.org and returning it to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to hr@medinahhealth.org. EOE