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| **Job Title:**  Clerical Specialist | **Service Area:**  Community Health | **Employment Status:**  Full-Time (40 hrs/wk), Non-Exempt |
| **Pay Grade:**  Hourly Range: $16.00 - $24.85  Based on qualifications & experience | **Hours of Operation:** 8:00am - 4:30pm  **Days of Work:** Monday - Friday  Occasional evening/weekend if needed | **Posting Date:** October 6, 2025  **Closing Date:** October 17, 2025 |

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, and filing. Excellent oral, written, and interpersonal skills along with a high degree of skill and efficiency using MS Office applications. Experience with eClinicalWorks (eCW) is a plus.

**Essential Job Responsibilities include but are not limited to:**

* 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.
* Maintains appointments and other types of calendars, manages schedules as assigned, and confirms appointments per division policy.

**Minimum Education, Training and/or Experience Needs:**

High School Diploma or GED, excellent communications (verbal & written) and computer skills required.

**Benefits:**

* Health Insurance (Medical/Dental/Vision/Rx)
* Wellness Program
* Ohio Public Employees Retirement System
* Paid Sick and Vacation Time, 12 Paid Holidays
* Ohio Deferred Compensation and OCERP
* Tuition Reimbursement Program
* Opportunity for Public Loan Forgiveness Program for eligible employees

**Requirements:**

* Meet minimum education, training, and experience listed
* Reliable Transportation
* Valid Ohio Driver’s License
* Proof of Auto Insurance meeting Board minimums
* Successfully pass B.C.I. background check and Reference Checks

**To Apply:**

Send a completed MCHD Employment Application (located at [www.medinahealth.org/careers/](http://www.medinahealth.org/careers/)), and current resume and cover letter no later than 4:30 PM on Friday, October 17, 2025 to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to [hr@medinahealth.org](mailto:hr@medinahealth.org). EOE