

Agency Clerk E.O.E.

District Health Department #10 seeks a full-time Agency Clerk. This position will be based in Mecosta County.

Duties:

- Provides both Clinical and Environmental Health clerical support including collecting, scanning, and entering information in clinical and environmental health databases.
- Collecting/receipting payments and preparing cash reports/deposits.
- Greets and directs visitors, answers phones, and schedules appointments.
- Performs general office duties including ordering supplies, maintaining calendar and sorting/distributing mail.

Requirements:

- Must have high school diploma or GED with formal or on-the-job training in office/administrative skills.
- Involves day-to-day administrative task of an office, such as answering phones, scheduling appointments, problem-solving, organizational skills and accurate and efficient computer data entry, and ability to navigate computerized databases.
- Knowledge and competence in utilizing Office 365 applications.
- One year related experience in general office procedures including reception, data entry, and filing.
- Valid Driver's License
- Bilingual encouraged.



HUMAN RESOURCES

521 Cobb Street
Cadillac, MI 49601



P: 231-876-3815
F: 231-775-4731



www.dhd10.org



healthdept10

District health provides a competitive benefit package.

Submit resume and cover letter by 10/18/2021 to:

DHD #10
Human Resources
521 Cobb St.
Cadillac, MI 49601
or

online at: <http://www.dhd10.org/contact-us/join-our-team/>

****District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran***