

Job Posting

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: September 20, 2024 Closing Date: October 4, 2024

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/), and current resume and cover letter no later than 4:30 PM on Friday, October 4, 2024 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. EOE