



# Job Posting

Medina County Health Department  
4800 Ledgewood Drive  
Medina, OH 44256

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

The Medina County Health Department (MCHD), a nationally accredited health department, has an opening for a full-time Clerical Specialist position in the Administrative Services Division. This position consists primarily of processing requests for certified birth and death certificates for vital statistics and general clerical office tasks that support the various departments within the MCHD.

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

- Greet visitors when they arrive, answer phones, and process birth and death certificate orders and other vital statistics record requests, including home birth documentation, correcting errors on records, and reviewing information on birth and death certificates, disposition permits, and record documents.
- Accurate data entry and record-keeping skills to maintain and file documentation.
- Ability to handle sensitive information and maintain customer confidentiality.
- Accept and process fees from customers for vital statistics services and balance payments at the end of the day.
- Excellent verbal, written, and interpersonal skills to positively interact with internal and external customers.
- High degree of proficiency using MS Office (Word, Excel, Outlook) and Adobe Acrobat (PDF) applications.
- Strong organizational skills and attention to detail.
- Ability to work both independently and as part of a team in an often fast-past environment.
- Experience in clerical or administrative roles and/or background in customer service preferred.

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

High school diploma or general education degree (GED), strong written and verbal communication skills, excellent customer service, and proficiency utilizing technology and a variety of office software programs.

**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/)), 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

*The Medina County Health Department is an Equal Opportunity Employer.*