



## Medina County Health Department Employment Opportunity

**Position:** Clerical Specialist

**Posting Dates:** OPEN: April 3, 2019 CLOSE: April 15, 2019

**General Announcement:** The Medina County Health Department, a nationally accredited health department, has an opening for a part-time (24-28 hours) or full-time Clerical Specialist position in our Community Health Division. High School Diploma or GED, excellent communication and computer skills are required.

Primary job functions include, but are not limited to, reception, record keeping and data entry, and answering phones to ensure customer needs. Excellent oral, written, and interpersonal skills along with a high degree of computer skill and efficiency using MS Office applications.

The successful candidate must pass a BCI background check and show proof of a valid Ohio Driver's License and insurance prior to employment. Applicants should submit a current resume with cover letter no later than 4:30 pm on April 22, 2019 to Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, OH 44256; or fax to (330) 723-9659; or email to [hr@medinahealth.org](mailto:hr@medinahealth.org). EOE.

### **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 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.