



Job Posting

Medina County Health Department
4800 Ledgewood Drive
Medina, OH 44256

Job Title: Clerical Specialist	Service Area: Health Center	Employment Status: Full-Time (40 hrs/wk), Non-Exempt
Pay Grade: Hourly Range: \$16.00 - \$24.85 Based on qualifications & experience	Health Center Hours of Operation: Mon., Wed., Thurs. 8:00 AM – 4:30 PM Tuesday 8:00 AM – 7:00 PM Friday 8:00 AM – 2:00 PM	Posting Date: June 15, 2026 Closing Date: June 29, 2026

The Medina County Health Department, a nationally accredited health department, has a career opportunity for a full time Clerical Specialist position in our Health Center Division. The Health Center Division is a Federally Qualified Health Center (FQHC) in northeastern Ohio, providing primary care, dental care, behavioral health, and enabling services to patients annually regardless of ability to pay.

Essential Job Responsibilities include but are not limited to:

- Provide receptionist services to include greeting visitors, patient registration, checking patients in and out of the clinic, and answering phones.
- Ability to multitask and interact positively with the public.
- A high degree of skill and efficiency using MS Office applications (i.e., Word, Excel, Access, and PowerPoint).
- 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.).
- Ability to learn new software programs and accurately enter patient data in EMR system.
- Attention to detail in work product with minimum errors.
- Strong organizational skills, files management abilities, and efficiency executing job duties.
- Provide health insurance eligibility verification.
- Provide administrative and technical support to division and agency leadership.

Minimum Education, Training and/or Experience Needs:

High school diploma or general education degree (GED). Performs clerical and administrative duties (i.e., receptionist, data entry, scheduling, collecting payments, preparing correspondence, etc.). Provides excellent customer service for clients and patients of the agency and division staff. FQHC experience and experience working with eClinicalWorks a plus.

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.medinahhealth.org/careers/), current resume and cover letter, no later than 4:30 PM on Monday, June 29, 2026 to: Human Resources, Medina County Health Department, 4800 Ledgewood Drive, Medina, Ohio 44256; or fax to (330) 723-9659; or e-mail to hr@medinahhealth.org. EOE

The Medina County Health Department is an Equal Opportunity Employer.