



**Medina County Health Department
Employment Opportunity**

Position: Clerical Specialist

Posting Dates: OPEN: March 12, 2021

CLOSE: March 22, 2021

Employment Status: Full time (40 hours per week)

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 3,600 patients annually regardless of ability to pay.

General Qualifications (including but not limited to):

High School Diploma or equivalent. 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.

Essential Functions of the Position (Include but are not limited to):

- A high degree of skill and efficiency using MS Office applications, i.e., Word, Excel, Access, and PowerPoint.
- Provide health insurance eligibility verification.
- 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.
- Strong organizational skills, files management abilities, and efficiency executing job duties.
- Attention to detail in work product with minimum errors.
- Provide receptionist services to include greeting visitors and customers and answering phone.
- Provide administrative and technical support to division and agency leadership.

How to Apply

Interested applicants will apply by completing the Medina County Health Department **Employment Application** located on our website at www.medinahealth.org. Print out the application, complete it and send it 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