



# Western Upper Peninsula Health Department

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## JOB POSTING

### CLERK/RECEPTIONIST

Date:	February 12, 2021
Status:	Part-time or Full-time *Temporary position: Expected duration is approximately 6-9 months, approximately 22.50 up to 37.50 hours per week.
Classification:	Non-Exempt
Wage Range:	\$11.72/hr. - \$14.13/hr.
Bargaining Unit:	AFSCME bargaining unit
Location:	Bessemer Office
Reports to:	Director, Public Health
Deadline to Apply:	Until filled

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#### POSITION SUMMARY:

Under the direction of the Director of Public Health Services, performs central switchboard and reception duties, schedules COVID-19 vaccination appointments, and may provide clerical support at COVID-19 vaccination clinics. Position may provide routine clerical tasks and general clerical support as needed. May perform special projects as assigned. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.

**ESSENTIAL FUNCTIONS:**

1. Perform central switchboard and reception duties, and perform phone duty for the office.
2. Schedule COVID-19 vaccination appointments. Answer questions/provide information to clients and the public regarding COVID-19 vaccination appointments.
3. May provide clerical support at COVID-19 vaccination clinics.
4. Copy, collate, and assemble materials in the form of instructions, or hand-outs for COVID-19 clinics, and other program correspondence and data, as directed.
5. May type a variety of materials such as forms, reports, and envelopes. May generate various computer reports in a variety of formats, as directed.
6. May sort, open and distribute mail and other materials, and prepare materials for regular and bulk mailing.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. May perform as fill-in/back-up clerical support, as necessary.
2. Attend staff meetings, and program specific meetings as required.
3. During a public health emergency, position may be assigned to any job needed inside or outside Western U.P. Health Department.
4. Perform other duties as required.

**JOB QUALIFICATIONS:**

1. Associates degree in business or equivalent combination of education and experience.
2. Basic clerical aptitude and knowledge of office practices, procedures, and equipment, including computers and common software applications.
3. Good written and verbal communication skills.

**SPECIAL PHYSICAL AND PSYCHOLOGICAL DEMANDS:**

- Must be able to see at a near normal vision acuity level.
- Must be able to hear normal speech and sounds, speak.
- Must be able to continually use one or both hands, sit for prolonged periods.
- Must be able to frequently walk, stand, stoop, bend.
- Must be able to occasionally reach above shoulder level, kneel, squat, lift, move (carry, push, pull) up to a maximum 10 pounds.
- Must be able to read and comprehend instructions and other materials.
- Must have the ability to pay attention to detail and be accurate.

**WORK ENVIRONMENT AND HAZARDS:**

- Normal indoor office/work area. Normal light, heat, air and space; little or no hazards.
- Noise level is minimal to moderate.
- May travel to another office in the district as needed.

**SUPERVISES:** This position does not supervise any employees.

The statements in this job description are not intended and should not be construed to be an exhaustive list of all duties, responsibilities, skills, efforts, or working conditions associated with this job. They are intended to reflect principal job elements and describe the general nature and level of work performed by people assigned to the job.

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To apply: Please submit a cover letter and resume to [lotto@wuphd.org](mailto:lotto@wuphd.org), or submit by fax to Human Resources, 906-482-9410, or mail to Human Resources, Western U.P. Health Department, 540 Depot Street, Hancock, MI 49930.

[www.wuphd.org](http://www.wuphd.org)

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