

WESTERN U.P. HEALTH DEPARTMENT

POSITION VACANCY

Division: Environmental Health

Application Period: Posted on June 3, 2021
Open until filled

Position: Temporary Clerk/Receptionist

Status: Temporary Full-time, Non-exempt.
Position is approximately 4 – 6 months in duration,
approximately 37.50 hours per week.

Location: Hancock Office

Duties: Position performs routine phone duties and may provide general clerical support as needed. Position may receive work direction from other staff members when necessary.

Qualifications: Associates degree in business or equivalent combination of education and experience. Basic clerical aptitude and knowledge of office practices, procedures and equipment, including common computer software applications.

Pay Grade: AFSCME pay grade 2

INSTRUCTIONS TO APPLICANTS: For more information about this opening, and to submit your letter of interest, contact Tanya Rule, RS, Director, Environmental Health Division. Contact Human Resources to obtain a copy of the job description.

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