

WESTERN U.P. HEALTH DEPARTMENT
POSITION VACANCY

Division: Public Health Division

Application Period: Posted on September 10, 2021

Position: Program Clerk

Provides clerical support for multiple public health programs as assigned, and performs central switchboard and reception duties.

Status: Full-time, Non-Exempt
AFSCME bargaining unit

Location: Hancock Office

Qualifications: Associates degree in business or equivalent combination of education and experience. Strong clerical background with well-developed office skills, a strong focus on customer service, and extensive knowledge of computers and standard software applications. Prior experience in a health care setting preferred.

Pay Grade: AFSCME grade 3

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

EQUAL OPPORTUNITY EMPLOYER