

WESTERN U.P. HEALTH DEPARTMENT

POSITION VACANCY

Division: Public Health

Application Period: Posted October 17, 2023

Position: Program Clerk

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

Status: Full-time; 37.5 hours per week

Non-exempt

Location: L'Anse 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 1

INSTRUCTIONS TO APPLICANTS: For more information about this opening, or to submit your letter of interest, contact hr@wuphd.org.

EQUAL OPPORTUNITY EMPLOYER