

R. Joseph Ebel, R.S., M.S., M.B.A.  
Health Commissioner



(740) 349-6535  
(740) 349-6474 WIC  
(740) 349-6475 Environmental  
(740) 349-6476 Nursing  
(740) 349-6510 FAX  
[www.lickingcohealth.org](http://www.lickingcohealth.org)

## Licking County Health Department

675 Price Road

Newark, OH 43055

### POSITION POSTING

**DATE POSTED:** September 25, 2017

**POSITION:** Clerk

#### **QUALIFICATIONS AND REQUIRED KNOWLEDGE:**

Associate's degree or higher; proficient in billing, office practices and procedures, data entry; ability to work with databases and spreadsheets; strong customer service skills; or equivalent combinations of training and/or experience.

**HOURS:** Full-Time: Monday – Friday, 37.5 hours per week.

**SALARY:** \$13.00 per hour.

#### **DUTIES:**

- Clerical duties may include a combination of answering telephones, billing, bookkeeping, data entry, office machine operation, and other routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.
- Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.
- Demonstrates regular and predictable attendance.

**APPLICATION PROCEDURES:** Please send [application](#) and resume by October 13, 2017 to:

Chad Brown, Director of Environmental Health  
Licking County Health Department  
675 Price Rd.  
Newark, OH 43055  
Phone (740) 349-6535

Successful candidates will be subject to pre-employment drug screening.  
LCHD is a Tobacco and Nicotine Free Workplace. All new hires must be free from the use of tobacco or nicotine containing products as a condition of employment.  
The Licking County Health Dept. is an Equal Opportunity Employer