

## **Job Posting**

**Date:** August 18, 2023

**Job Title / Job Class:** Secretary / Secretary I

**Status:** Full-Time, Classified, Hourly, Non-Exempt

**Hours:** 7:45am – 4:00pm Monday – Friday (37.50 hours per week), with occasional evenings and weekends

**Pay Range:** \$14.70 - \$19.17 per hour, based on experience

**Job Responsibilities:** Answer a multi-line phone system, answer general inquiries, direct calls to the appropriate staff member, and take / deliver messages. Greet, announce, and check-in visitors; schedule various agency appointments; and collect payments and generate receipts. Serve as a clerk for Vital Statistics. Issue birth certificates, register and issue death certificates, approve burial and cremation permits, create and notarize affidavits of correction (if possess Notary Public licensure), and process central paternity affidavits (if possess Notary Public licensure). Collect fees and generate receipts. Maintain records. Check the agency voicemail and forward messages to the appropriate staff member; receive, open, sort, and distribute mail; and take outgoing mail to the on-site mailbox and/or the Post Office. Review and electronically archive articles from local newspapers regarding the agency. Update and maintain various agency databases and maintain agency records. Submit maintenance requests and process agency meeting room reservation requests. Serve as the backup for pulling monthly reports for office supplies, postage, phone, and copiers. Provide general administrative support to the agency, including but not limited to typing letters, memos, and other documents; preparing mass mailings; and coping, scanning, faxing, filing, collating documents.

**Qualifications:** Must be detail oriented, organized, possess strong oral and written communication skills, excellent time management skills, and strong customer service skills. Previous experience answering phones, greeting and assisting visitors, and answering general visitor inquiries in an office environment essential. Must be proficient in operating a computer and with Microsoft Office. High School Diploma or equivalent and previous experience in a secretarial position preferred. Ability to carry, move, or push files and/or packages up to 25 pounds unassisted and up to 50 pounds with assistance necessary. Experience working in health care, public sector, or public health; and current Notary Public licensure or willing to obtain Notary Public licensure beneficial.

**To Apply:** Preference will be given to internal applicants who apply before the close of business on Thursday August 24, 2023.

- Email: [humanresources@uchd.net](mailto:humanresources@uchd.net)
- Mail: Union County Health Department, Attn: Human Resources, 940 London Ave., Suite 1100, Marysville, OH 43040

The Union County Health Department is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, ancestry, sex, veteran or military status, national origin, age, disability, genetic information, or other protected criteria.