



Administration Secretary / Receptionist

Date: April 7, 2025

Job Class: Secretary I

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

Hours: 37.50 hours per week, Monday – Friday, with occasional evenings and weekends

Pay Range: \$16.50 - \$23.10 per hour, based on experience

Job Responsibilities: Under general supervision, 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, generate receipts, and reconcile payments/receipts. Open and close the Administration Lobby as needed. 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. Serve as a clerk for Vital Statistics. Issue birth certificates, submit basic corrections, register and issue death certificates, approve burial and cremation permits, create and process acknowledgments of paternity, and maintain records. Provide general administrative support to the Administration division and the rest of the agency. Type letters, memos, and other documents; copy, scan, fax, file, and collate documents; prepare mass mailings; and update and maintain databases and records. Provide support to the Human Resources Officer by completing assigned tasks relating to the onboarding and separation of staff members and assisting with projects. Pull, process, and submit monthly reports for office supplies, postage, phone, and copiers. Review and electronically archive articles from local newspapers regarding the agency. Submit maintenance requests, assist with meeting room reservations and maintenance, and contact vendors and coordinate services as needed. Serve as a clerk for Board of Health and Community Health Center meetings. Compile and send the pre-meeting packet; prepare meeting documents; attend meetings and take meeting minutes; submit and finalize meeting minutes; and maintain meeting records. Assist with the preparation for the annual District Advisory Council meeting. Process assigned agency contracts but submitting them for review, tracking progress, ensuring the final version is fully signed, and ensuring fully executed contracts are filed.

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; with previous experience in a secretarial position preferred. A High School Diploma or equivalent, proficiency using computers and computer software (including Microsoft Office), and ability to quickly learn computer software required. Ability to lift, carry, push, and move objects, equipment, 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 a Notary Public with an active commission in Ohio or willing to obtain a Notary Public commission in Ohio beneficial.

To Apply: Resumes will be accepted through April 18, 2025. Preference will be given to internal applicants who apply on or before April 11, 2025.

- humanresources@uchd.net
- 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 (40 or over), disability, genetic information, or other protected criteria.