



## **Administration Secretary (Receptionist)**

**Date:** January 5, 2026

**Job Class:** Secretary I

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

**Hours:** 10am – 3pm Monday – Friday (25.00 hours per week), with occasional evenings and weekends

**Pay Range:** \$17.00 - \$20.39 per hour, based on experience

**Job Responsibilities:** Serve as a clerk for Vital Statistics. Issue birth certificates, submit basic corrections, register and issue death certificates, approve disposition permits, and create and process acknowledgments of paternity. Process payments and generate receipts. Maintain records. Perform key reception functions. 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. 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. Review local newspapers for articles regarding the agency and retain hard-copy paper. Submit maintenance requests. Assist with the agency meeting rooms by monitoring the calendars and reservation requests, room supplies, and room cleanliness and setup. Contact vendors and coordinate services as needed. Provide support to the Human Resources Officer by completing assigned tasks relating to the onboarding and separation of staff members. Serve as a backup to taking General Staff meeting minutes. Assist with the preparation for the annual District Advisory Council meeting.

**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 January 16, 2026. Preference will be given to internal applicants who apply on or before January 9, 2026.

- [humanresources@uchd.net](mailto: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.