

~ Full-Time Clerk II Position ~

Excellent career opportunity for a full-time Clerk II with Public Health, Delta & Menominee Counties. The Clerk II will be responsible for placing orders, local shopping and inventory management for the Health Department. This position will also support the Michigan Care Improvement Registry Program (MCIR), through help-desk phone support and by providing on-line training. Benefits include health, dental, life and long-term disability insurance; defined benefit retirement plan; vacation, sick and holiday pay; and weekday scheduling. The employee will be regularly scheduled to work from the Escanaba office, but may occasionally be scheduled to work from the Menominee office. Typing, filing, data entry, word processing, and customer service skills required. Must have a minimum of an Associate's Degree, and a valid driver's license. Send cover letter, resume', college transcripts and completed employment application (found at the bottom of this page) to Irene Huebler; Public Health, Delta & Menominee Counties; 2920 College Ave; Escanaba, MI 49829, fax to 906-786-1962 or e-mail to ihuebler@phdm.org.