

Part-time Clerk

Individual needed to fill a part-time Clerk position with Public Health, Delta & Menominee Counties. This position greets customers to the Health Department, answers and directs incoming calls, makes appointments for various clinics, completes patient registration, collects fees and copays, and provides support for clinic staff and supervisors. The Clerk should possess excellent customer service and organizational skills, be proficient in data entry and word processing, and ability to maintain confidentiality. This position will be regularly scheduled to work from the Escanaba office, but may, on occasion, be scheduled to work in the Menominee office. Paid travel time and agency vehicle provided if scheduled to work in Menominee. This position includes paid vacation and sick leave, paid holidays and a defined benefit pension plan. Must have a high school diploma or equivalence, and a valid driver's license.

Please send cover letter, resume' and completed employment application (found at <http://www.phdm.org/employment>) to Irene Huebler; Public Health, Delta & Menominee Counties; 2920 College Ave; Escanaba, MI 49829, email ihuebler@phdm.org, or fax to 906-786-1962.