



## SENECA COUNTY GENERAL HEALTH DISTRICT

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Visit us on the web: [www.senecahealthdept.org](http://www.senecahealthdept.org)

Anne Goon, MS, RD, LD, Health Commissioner

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### POSITION POSTING

#### POSITION

Nursing Clerk - Full Time

#### ESSENTIAL DUTIES:

Candidate will perform data entry for various programs within the Nursing Division, as well as performing a variety of clerical tasks, (i.e. schedule appointments, reports, draft and type correspondence, etc.).

#### QUALIFICATIONS:

To be eligible, candidates should minimally possess a high school diploma, basic computer skills, typing skills, ability to work well with the general public, and data entry. Candidate must be self-motivated, detail oriented, and able to work independently. Fluency in Spanish is helpful, but not required. Must have a valid driver's license, current auto insurance, and successfully complete background check at own expense prior to employment through the Ohio Bureau of Criminal Identification and Investigation as per Ohio S. B. 38.

This will be a 35 hour per week position paid at \$12.02- \$15.90 per hour.

E-mail employment application located on our website, cover letter, and resume with three references to [vhartman@senecahealthdept.org](mailto:vhartman@senecahealthdept.org). Applications will be accepted until position is filled.

Posted on 12/21/2021

Seneca County General Health District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.