



## **Position: Clerk I- Community Services & Environmental Health**

### **Basic Qualifications:**

- High School diploma or G.E.D.
- Knowledge of department procedures, rules, and regulations
- Attention to detail, ability to communicate clearly with the general public under sometimes stressful conditions, ability to multi-task
- Well versed in modern office procedures, practices, equipment and software
- Well versed in the preparation and maintenance of office records and reports
- Must be able to type a minimum 45 wpm
- A valid driver's license and reliable transportation

### **Preferred Qualifications**

- Associates or Bachelor's degree

### **Responsibilities:**

- 1 Acts as receptionist, answers telephone; greets and assists visitors and callers by referring them to appropriate sources of information, distributes forms and explains their completion, and answers requests for factual information by consulting available sources.
- 2 Organizes, classifies, and files documents. Prepares and maintains appropriate file structure.
- 3 Types a variety of correspondence; forms, legal documents, reports, articles, labels, specifications, memoranda, resolutions and other written communications including meeting minutes or dictation.
- 4 Orders and maintains office supplies; receives and changes out supplies and ensures surplus supplies are kept secure and accessible to staff.
- 5 Prepares bills, orders, notes, receipts, permits, and licenses.
- 6 Receives, pulls, and files legal documents, medical records, personnel files, or other records.
- 7 Enters data or information from a variety of source documents into a computer system and visually verifies accuracy.
- 8 Opens, reviews, sorts, prioritizes, and processes mail to ensure proper distribution for timely processing of requests, license issuance, deposits of payments, handling complaints, etc.
- 9 Processes payments for licensing. Accounts for payments received, prepares deposit slips, maintains records of payments, reconciles deposits into fee programs and respective trust accounts, makes timely payments to taxing authority
- 10 Works cooperatively with senior clerk, sanitarians, supervisory and director level employees.
- 11 Assists CSRP staff and Environmental Health desk with required clerical duties.

**Other Duties & Responsibilities:**

Takes messages, directs calls to appropriate individuals, performs specialized clerical tasks for assigned division, and performs other related duties as assigned.

**Please email or mail cover letter and resume to:**

Email: [TLCHDresumes@co.lucas.oh.us](mailto:TLCHDresumes@co.lucas.oh.us)

Toledo-Lucas County Health Department  
Attn: Khayla Finnegin  
635 N. Erie  
Toledo, Ohio 43604

**The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.**