



**Position: Clerk II**

**Location: 635 N. Erie St. Toledo, OH 43604**

**Pay: In accordance with AFSCME Collective Bargaining Agreement**

**Posted: November 30, 2021**

This position will be responsible for performing a variety of clerical duties and functions ranging from a routine to a moderately complex level of difficulty. This includes acting as a receptionist, and answering phone; maintaining files in an accurate and confidential manner; proof reading; generation of calendars, and other advanced office duties. This position will perform any additional clerical duties associated with the position including customer service and efficient cash handling.

**Basic Qualifications:**

- Must have a High School Diploma or G.E.D.
- Two (2) years of documented practical work experience in an office environment.
- Ability to communicate clearly with the general public under sometimes stressful conditions.
- Proficient in modern office procedures, practices, use of equipment and software.
- Proficient in the preparation and maintenance of office records and reports.
- Attention to Detail and Multitasking required.

**Preferred Qualifications:**

- Associate or Bachelor's degree preferred

**Responsibilities:**

- Accepts required fees for existing programs within the department and accurately maintains necessary required documentation.
- Accounts for payments received; prepares deposit slips; maintains records of payments.
- Composes tailored correspondence in response to inquiries from internal and external customers; including, but not limited to, scheduling correspondence, general inquiries, or coordination with respect to agency functions.
- Organizes, classifies, and files documents; prepares and maintains appropriate file structure; additionally responsible for the retention and storage of any required historical documents.
- Enters data or information from a variety of source documents into a computer system and visually verifies accuracy.
- Orders and maintains office supplies; receives and changes out supplies and ensures surplus supplies are kept secure and accessible to staff.
- Prepares bills, orders, notes, receipts, permits, and licenses; reviews the accuracy, completeness, and relevancy of information on customer requests for records or other documents; responsible for making an approved correction to any record documents or computer entry.
- Creates appropriate forms for specific appointments, requests, or licensure.
- Types a variety of correspondence; forms, legal documents, reports, articles, labels, specifications, memoranda, resolutions and other written communications including meeting minutes or dictation.
- Answers phone and receives the public; 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

635 N. Erie Street

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.**