



Position: Clerk II – Reproductive Health

Assignment Location: 635 N. Erie St. Toledo, OH

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 answering phones, acting as a receptionist, maintaining files in an accurate and confidential manner, documentation proof reading, generation of calendars, and other advanced office documentation. This position will provide further clerical support for the downtown clinic and will also 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.
- 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, use of equipment and software
- Well versed in the preparation and maintenance of office records and reports
- Candidates from outside the agency must have two (2) years of documented practical work experience in an office environment
- A valid driver's license and reliable transportation

Preferred Qualifications:

- Associates or Bachelor’s degree preferred

Responsibilities:

Responsibilities include coverage and assistance for all duties listed in Clerk I Job Description.
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; serves as back up to senior clerk (if applicable)
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and maintains appropriate file structure; additionally responsible for the retention and storage of any required historical documents.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.
Works cooperatively with all levels of staffing agency-wide ranging from peers to senior clerk, supervisory and director level employees.
Types a variety of correspondence; forms, legal documents, reports, articles, labels, specifications, memoranda, resolutions and other written communications including meeting minutes or dictation.

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

Position Hours:

- Monday: 11:00 a.m. – 7:45 p.m.
 - Tuesday- Friday: 8:00 a.m. - 4:45 p.m.
 - Saturday: 1st Saturday of the month: 10:00 a.m. – 2:00 p.m.(week adjusts if on a holiday)
- Evening and Saturday hours may be amended on a quarterly basis based on patient demand.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Toledo-Lucas County Health Department

Attn: Human Resources

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.