



**Position: Senior Clerk**

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

**Basic Qualifications:**

- Must have a High School Diploma or G.E.D. with 5 years of high level clerical experience including budgetary management, accounting or related.  
OR  
Must have an Associate’s Degree and 1 year of experience with a high level clerical experience including budgetary management, accounting or related.
- Practical knowledge of department administrative policies, procedures, rules and regulations
- Excellent written and verbal communication skills
- Excellent attention to detail and organizational skills
- Ability to prepare and maintain office records and reports
- Ability to maintain confidentiality
- Highly proficient in Microsoft Excel, Word, and fiscal management practices
- Ability to deal effectively and efficiently with co-workers and the public
- Valid driver’s license and reliable transportation

**Responsibilities:**

<b>1</b>	Compiles (and updates as necessary) all time studies and enter into the Personnel Budget Tool for the grant application for WIC Division
<b>2</b>	Prepares and maintains a variety of organization records and files (meeting minutes, licensure records, reimbursement, travel, etc)
<b>3</b>	Orders, tracks, and takes receipt of all program supplies and equipment per OGAPP rules (Purchase Orders) for WIC Division
<b>4</b>	Assists the WIC Supervisor and Grants management team with creating, updating, amending, and submitting the grant application each year and maintaining accurate budgetary information for the WIC grant.
<b>5</b>	Serves as point of contact for all sub-contract fiscal correspondence (NHA, TTH, Mercy) for WIC Division
<b>6</b>	Submits monthly expenditure reports to ODH (combines sub-contract reports with HD report into one)
<b>7</b>	Works closely with Supervisor and Grants management staff for all grant-related activities with WIC.
<b>8</b>	Acts as the Voter Registration point of contact for the WIC program.
<b>9</b>	Compiles (and updates as necessary) the annual cost methodology calculation for the Environmental Health Department.
<b>10</b>	Completes data entry of credit card sales to ledger and completes credit card reconciliation for the Environmental Health Department.
<b>11</b>	Completes Daily Deposits and prepare and maintains a variety of departmental records and files for the Environmental Health Department.
<b>12</b>	Works with the Environmental Health Department to complete project-based clerical work.
<b>13</b>	Acts as a backup to clerical staff within the WIC Division and Environmental Health Department.
<b>Other Duties &amp; Responsibilities:</b>	Answers phone, takes messages, transfers calls to appropriate individuals. Completes required WIC training and proficiencies each year. Mail run per the schedule. Performs other duties as assigned.

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

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

Mail: 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.**