

NOTICE

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT - WIC PROGRAM.**

JOB TITLE: **PART-TIME OUTREACH WORKER/TYPIST CLERK II**

RATE OF PAY: **\$11.60 per hour entry progressing to
\$13.72 per hour in 6 years (TS05)**

Part-time position, with limited benefits

GENERAL SUMMARY:

The Outreach Worker/Typist Clerk II performs routine and semi-complex tasks in the maintenance and promotion of the Women's Infant and Children's (WIC) Program. Requires understanding of departmental activities and community resources. Must work well with the public. Performs typing and other clerical duties. Works under the direction of the Public Health Services Manager.

TYPICAL DUTIES:

1. Answers telephone and may schedule appointments. Contacts eligible clients, explains the WIC program, and encourages them to participate.
2. In the event the automated system fails, may notify participants of upcoming appointments and contacts families that do not keep appointments.
3. Maintains program statistics and records; types correspondence; enters and retrieves data using a computer. Performs data entry of required participant information in MI-WIC.
4. Prepares materials for WIC promotional activities.
5. Assists in special projects.
6. Orders and maintains supplies and materials.
7. Processes invoices for vendor payment.
8. Maintains filing system for WIC general operation.
9. Conducts look-ups, searches, and verification from departmental records for interested public and other departments, prepares reports.
10. Responsible for ensuring program printing and mailing.
11. Serves as secretary at meetings, taking notes and preparing summary minutes.
12. Assumes duties of other clerical and technical staff in their absence or for other reasons.
13. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
14. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Required: 1. Typing skill at 50 WPM (corrected with no more than five errors). 2. Three months related clerical experience. 3. Credible experience or classroom training in word processing. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

APPLICATION: Make application to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 no later than **4:00 p.m. Tuesday, September 1, 2009.** Applications are also available at www.baycounty-mi.gov.

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES.