

**NOTICE**

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT – ADMINISTRATION.**

JOB TITLE: **TYPIST CLERK III (Part-time)**  
 RATE OF PAY: **\$13.09 per hour entry, progressing to \$15.46 per hour after 2 years (TS06)**

Part-time position (up to 29 hours per week) with limited benefits as provided for within the USW part-time collective bargaining agreement. Membership in the union is voluntary.

**GENERAL SUMMARY:** Performs routine and semi-complex clerical tasks requiring understanding of departmental activities and exercise of good judgment. Provides clerical support to the Health Officer. Interacts with the public, including Health Department clients, clinic nurses and Nurse Practitioner, supervisors, laboratory personnel, and other staff through written, telephonic, and face-to-face communications. Works under the general supervision of the Health Officer and Business Services Manager. Maintains basic ledgers and prepares billings.

**TYPICAL DUTIES:**

1. Serves as clerical support to the Health Officer. Proficient as a typist; sets up and produces a wide variety of written materials, such as legal documents, statements, financial summaries, policies/procedures, tables and general correspondence. Types from records and rough draft. Assists Health Officer with maintaining calendar; scheduling appointments and meetings.
2. Serves as primary clerical support for University Clinic and back-up support for the Family Planning Clinic and Health Screening Clinic Clerk. Provides counter assistance and serves as receptionist, greeting visitors, setting appointments, interviewing for standardized background information, explaining program eligibility requirements, referring callers to appropriate resources and issuing information from records, providing limited interpretation to procedure.
3. Sorts mail, time stamps, indexes and files departmental materials.
4. Answers the telephone; takes messages; answers questions and communicates messages to others as directed.
5. Maintains confidentiality of information concerning employees and clients.
6. Takes minutes at agency staff meetings and other agency meetings, as requested.
7. Prepares purchase orders for travel, supplies and other office equipment.
8. Prepares supply orders and assists with maintaining inventory of clinic and office supplies.
9. Develops and submits requisitions, receipts and invoices for payment through the County's fiscal management software.
10. Communicates effectively with internal/external entities; prepares program and fiscal reports on a timely basis regarding agency operations.
11. May conduct searches and verifications from departmental records for interested public, and/or other departments and preparation of reports.
13. May assist other Health Department programs with quality assurance chart audits, as directed.
14. Where appropriate, attends required conferences, trainings, and meetings to increase knowledge of the Family Planning Program, Title X requirements, Communicable Disease-Health Screening Program and billing.
15. Must be certified or obtain HIV-certification, to test, give negative results and counsel.
16. May be cross-trained with other clerical staff to cover phones during staff vacations and illnesses.
17. Attends emergency preparedness exercises and training, as required.
18. 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.
19. 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 (WITH OR WITHOUT REASONABLE ACCOMODATIONS):** Proficiency in arithmetic (addition, subtraction, multiplication and division), spelling and grammar. Reading comprehension skills sufficient to comprehend basic federal/state guidelines and procedures for eligibility and utilization of programs by clients. Must have 6 to 12 months clerical experience, including successful experience communicating with the public. Computer experience required; must be proficient in Microsoft Word and Excel Spreadsheets as demonstrated by testing. Must be accurate dealing with data, records, files, reports, charts and case numbers. Must be able to perform multiple tasks nearly simultaneously, such as waiting on clients, answering the telephone, typing, retrieving information, communicating with staff, etc. Must be able to communicate and courteously react to upset or angry clients. Must complete and maintain training regarding the MDCH HIV counseling certification course and Health Alert Network (HAN) in a timely fashion. Typing speed of 60 WPM corrected (no more than 5 errors per minute). Good attendance record is required for this position.

**QUALIFICATIONS DESIRED:** Experience in preparing billing preferred. Experience using the County's financial software system (MUNIS) for purchasing and processing invoices, the Health Department's clinical/financial software (Virtual Health Network), CherryLan, as well as the Michigan Department of Community Health's (MDCH) electronic reporting program: Single Sign-On (SSO), preferred.

**Physical Requirements:** 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, up to 10 pounds of force from zero to 33 percent of the time.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan, 48708, no later than 4:00 **p.m., Tuesday, July 21, 2015.**

**Equal Opportunity Employer**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."