

NOTICE OF EMPLOYMENT OPPORTUNITY

PUBLIC HEALTH CLERK GREENE COUNTY HEALTH DEPARTMENT

The Greene County Health Department, Bloomfield, Indiana, seeks to hire a full-time Public Health Clerk. incumbent serves as a public health programs intake and registration clerk as well as being responsible for scheduling and front desk services of immunization, vital records, genealogy, environmental health and food/sanitation divisions. The incumbent manages the switchboard and opening/closing the department. The Public Health Clerk's regular work schedule is Monday through Friday, 8:00 AM – 4:00 PM.

Minimum Qualifications

- High school diploma or GED. Clerical experience preferred.
- Possession of a valid driver's license and demonstrate safe driving record.
- Good interpersonal communication skills.
- Microsoft Outlook, Word, Excel, Presentation skills and general database knowledge with accurate data entry skills preferred.
- Working knowledge of and/or ability to make practical application of state and local rules, regulations and procedures regarding vital records, immunization, residential septic and retail food establishments including receiving, processing, filing, certifying, releasing and reporting information.
- Knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Ability to operate a variety of standard office equipment including computer, printer, telephone, fax, scanner, laminator and calculator.
- The ability to maintain confidentiality of department information and records according to local, state and federal requirements.
- Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.
- Ability to communicate effectively, both orally and in writing, with co-workers, other County departments and the public including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

- Ability to work extended hours including evenings and/or weekends during a public health emergency.

Applications

Interested persons may forward a resume and a completed [Greene County employment application](#) to the Greene County Health Department at Courthouse Annex, 217 E Spring Street, Suite 1, Bloomfield, IN 47424 or send via email attachment to health@co.greene.in.us. Resumes and applications must be received by the Greene County Health Department no later than **4:00 p.m. on February 14, 2025**.

Salary

The 2025 County salary ordinance fixes the salary for this position at \$22.32 per hour.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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