

WESTERN U.P. HEALTH DEPARTMENT

POSITION VACANCY

Division: Public Health

Posting Date: February 4, 2025

Position: **Program Clerk**
Position provides clerical support for multiple public health programs as assigned.

Status: Part-time, 3 days per week

Location: L'Anse Office

Qualifications: Associates degree in business or equivalent combination of education and experience. Strong clerical background; prior secretarial/clerical experience and extensive knowledge of computers and standard software applications.

Pay Grade: AFSCME Bargaining Unit, Pay Grade 1

INSTRUCTIONS TO APPLICANTS: To apply for this position, email HR@wuphd.org.

EQUAL OPPORTUNITY EMPLOYER