

WESTERN U.P. HEALTH DEPARTMENT

POSITION VACANCY

Division: Public Health

Posting Date: October 16, 2024

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

Status: Full-time, Non-Exempt

Location: Ontonagon 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.

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