Part-Time Environmental Health Assistant Clerk
Vacancy Announcement – St. Joseph County

Under the supervision of the Environmental Health Director and with direction from the Environmental Health Administrative Assistant, assists in a variety of administrative and clerical activities relating to the area of assignment. Performs a variety of clerical support duties of a secretarial nature. This is a part-time position with working hours 11:00 AM – 4:00 PM Monday-Friday (with 30-minute unpaid lunch).

Employment Qualifications:
Education: High School Diploma or GED

Experience & Required Skills:
- One or more years of experience in clerical/office support.
- Knowledge of the principles and practices of providing clerical support and customer service.
- Knowledge of general office procedures, maintaining files and records and basic math skills.
- Skill in assembling and analyzing data, and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, changes in work priorities, and in emergency situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with others.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, software programs utilized by the Community Health Agency, and the ability to learn new software programs applicable to the position.

Special Requirement: Must have a valid Michigan Driver’s License and reliable transportation, as work-related travel may be required.

Salary and Fringe Benefits:
This is a part-time position in the Three Rivers office, 22.5 hours per week with a salary range of $13,583 - $16,298 annually.

Application Process:
Qualified applicants should submit their resume with a cover letter by Wednesday, February 5th, 2020 to the attention of:
Paul Andriacchi, Environmental Health Director
Branch-Hillsdale-St. Joseph Community Health Agency
110 Hill St.
Three Rivers, MI 49093
Email: andriacchip@bhsj.org
Fax: (269) 273-2452

Branch-Hillsdale-St. Joseph Community Health Agency is an equal opportunity employer that values diversity. All employment decisions are based on qualifications, merit, and business need.